



BUSINESS PAPER

**of the
Ordinary Meeting
Held
16 March 2020**

**PLEASE NOTE THAT THE MEETING WILL BE PRECEDED BY A
BUDGET WORKSHOP AT 4.00PM**

**Our Values: Leadership • Integrity • Progressiveness • Commitment •
Accountability • Adaptability**

The Prayer

We humbly beseech Thee to vouchsafe Thy blessings on this Council.
Direct and prosper our deliberations to the glory and welfare
of the people of this Shire and throughout our country.
Amen

The Council's Guiding Principles

The following general principles apply to the exercise of functions by councils:

- Councils should provide strong and effective representation, leadership, planning and decision-making
- Councils should carry out functions in a way that provides the best possible value for residents and ratepayers
- Councils should plan strategically, using the integrated planning and reporting framework, for the provision of effective and efficient services and regulation to meet the diverse needs of the local community
- Councils should apply the integrated planning and reporting framework in carrying out their functions so as to achieve desired outcomes and continuous improvements
- Councils should work cooperatively with other councils and the State Government to achieve desired outcomes for the local community
- Councils should manage lands and other assets so that current and future local community needs can be met in an affordable way
- Councils should work with others to secure appropriate services for local community needs
- Councils should act fairly, ethically and without bias in the interests of the local community
- Councils should be responsible employers and provide a consultative and supportive working environment for staff.

The following general principles apply to decision-making by councils (subject to any other applicable law):

- Councils should recognise diverse local community needs and interests
- Councils should consider social justice principles
- Councils should consider the long term and cumulative effects of actions on future generations
- Councils should consider the principles of ecologically sustainable development
- Council decision-making should be transparent and decision-makers are to be accountable for decisions and omissions.

Councils should actively engage with their local communities, through the use of the integrated planning and reporting framework and other measures.

(Section 8A Local Government Act, 1993)

File Ref: PV:C70-005

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11 March 2020

The Mayor and Councillors
Lockhart Shire Council
65 Green Street
LOCKHART NSW 2656

Dear Councillors

I wish to advise that the Ordinary Monthly Meeting of Lockhart Shire Council will be held at the Council Chambers, Green Street, Lockhart on **Monday, 16 March 2020** commencing at **5.00pm**.

The Order of Business will be as shown overleaf.

Please note that Gordon Hinds of Better Energy Technology Pty Ltd will be in attendance to provide a progress update in relation to Stage 1 of the Lockhart Renewable Energy Project.

The meeting will be preceded by a Budget Workshop commencing at 4.00pm in accordance with a resolution of Council passed at the 3 February Council meeting.

Yours faithfully



Peter Veneris
GENERAL MANAGER

Order of Business

Opening with a Prayer

Apologies

Cr G Driscoll

Leave of Absence

Nil

Confirmation of Minutes of the Ordinary Meeting 3 February 2020

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B. A Dynamic and Prosperous Economy

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C. An Environment that is Respected and Protected

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D. Infrastructure for the Long Term Needs of the Community

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Resumption of Open Council

Mayoral Minute

Nil.

Mayoral Report

To be presented at the meeting.

Urgent Matters

Nil.

Notice of Motion

Nil.

Committee Reports

1. **TOURISM AND ECONOMIC DEVELOPMENT STEERING COMMITTEE MEETING**
4 FEBRUARY 2020 (TEDO/T26-005)

MINUTES OF THE TOURISM/ECONOMIC DEVELOPMENT STEERING COMMITTEE (TEDSC) MEETING OF LOCKHART SHIRE COUNCIL HELD AT YERONG CREEK BOWLING CLUB ON TUESDAY, 4 FEBRUARY 2020 COMMENCING AT 6.37PM.

PRESENT

Councillor Gail Driscoll, Mr Greg Smith, Mrs Myra Jenkyn, Ms Sandra Johnstone, Mrs Raeleen Pfeiffer, Councillor Derek Douglas, Mr John Holstein and Tourism/Economic Development Officer (Jennifer Connor).

APOLOGIES

Mr Peter Creek

LEAVE OF ABSENCE

Raeleen Pfeiffer, Gail Driscoll, Greg Smith

PECUNIARY INTEREST

Nil

The minutes of the Meeting held on Tuesday, 5 November, as printed and circulated, be taken as read and confirmed on the Motion of Sandra Johnstone, seconded Myra Jenkyn.

1. Lockhart Shire Brochure

The TEDO met with members of Murrumbidgee, Narrandera and Leeton Councils to progress the planning of a joint printed and online visitor guide. All four Councils have agreed to work on the project, and a joint working party will be meeting in mid-February to discuss layout and inclusions based on driving trails throughout the four LGAs.

Recommendation: That the information be noted.

2. Public Art Projects

The draft design has now been received from the artists and will be forwarded to Riverina Water for feedback. A meeting has also been requested with the Milbrulong Hall Committee with a date set for later in the month. Subject to approval by the Hall Committee the TEDO will lodge a Development Application for consideration.

Recommendation: That the information be noted.

3. Lockhart Shire and Town Signs

The TEDO has received great feedback from some of the community groups regarding the sign images and wording and will continue to garner feedback from representatives from all the Shire towns and villages.

Recommends: That the information be noted.

4. What Next

The TEDSC agreed on the following wish list should funding opportunities arise which Council could be shovel ready to take advantage of:

- Recycled Water
- Lockhart Main Street improvements from Smiths Garage to Lockhart Post Office and in front of Greens Gonyah Museum
- Yerong Creek Water Tower Mural
- Additional residential land at The Rock

- Magnolia Lodge development
- Sealing access to Galore Hill
- Improvements to central avenue area near RSL club in The Rock
- Two large art/heritage sculptures and interpretative panels at intervals along the MR59 (Lockhart to Urana)
- Boardwalk around Brookong Lagoon with wooden jetty for fishing
- Walking path from Pastoral Shadows of Brookong to Showground following creek/levy banks
- Walking path along the creek at The Rock
- Business Centre in The Rock
- Government Dam – walking path, outdoor equipment and park to create engaging outdoor space
- Toilet facilities at Lockhart Golf Club to enable greater use of Clem Gooden Oval for large numbers of caravans and camping noting Showground has parking but only when dates don't clash e.g. if large event at Showground then that area is not available.
- Mural artwork on existing buildings
- Safer railway crossing at The Rock near showground

Recommendation: That consideration be given by Council to allocate funds in the annual budget to provide scope to leverage available funding for larger infrastructure grants.

5. Project Updates

The TEDO provided an update on ongoing projects as follows:

Business Events	Planning for a business forum in Lockhart are continuing. Planning for the 2020 Business Awards in The Rock to be discussed with The Rock Progress Association.
Love Lockhart Shire Photo Competition	Aiming to launch on 1 April – 30 June as per previous year
Greens Gonyah Museum	The Museum continues to see increased visitor numbers with 5,242 visitors recorded during 2019, more than double their visitor numbers for 2014. Museum Coordinator Margot Jolly has commenced working with Greens Gonyah Museum and The Rock Museum.
The Rock Museum	The committee are continuing to work on the layout of exhibits in the upper floor of the museum. They are holding two art workshops in March and May.
Lockhart Progress Association	Are continuing to seek funding for the Tim Fischer statue
The Rock Progress Association	The Observatory project at The Rock is moving forward and will receive a dome and telescope from CSU who will be using the facility for teaching. A business group at The Rock is also in initial planning stages.
Yerong Creek Progress Association	Continuing to seek funding for Yerong Creek Water Tower. Are working on a number of economic drivers for their community including two potential events.

Recommendation: That the report be received and the recommendations contained therein be adopted.

The next TEDSC meeting will be held at Lockhart Council Offices on Tuesday 3 March 2020 at 6:30pm.

Notes:

**2. TOURISM AND ECONOMIC DEVELOPMENT STEERING COMMITTEE MEETING – 3 MARCH 2020
(TEDO/T26-005)**

**MINUTES OF THE TOURISM/ECONOMIC DEVELOPMENT STEERING COMMITTEE (TEDSC)
MEETING OF LOCKHART SHIRE COUNCIL HELD AT LOCKHART COUNCIL OFFICES ON
TUESDAY, 3 MARCH 2020 COMMENCING AT 3:05PM.**

PRESENT

Mrs Myra Jenkyn, Ms Sandra Johnstone, Mr John Holstein, Mr Peter Creek and Tourism/Economic Development Officer (Jennifer Connor).

APOLOGIES

Councillor Gail Driscoll, Mrs Raeleen Pfeiffer, Councillor Derek Douglas, Mr Greg Smith.

LEAVE OF ABSENCE

Nil

PECUNIARY INTEREST

John Holstein and Sandra Johnstone – Love Lockhart Shire Photo Competition

The minutes of the Meeting held Tuesday, 4 February, as printed and circulated, were confirmed on the Motion of Sandra Johnstone, seconded Myra Jenkyn.

1. Public Art Projects

Milbrulong Water Tower Mural:

The artwork received from the artists Scott Nagy and Janne Birkner, who also undertook the Lockhart Water Tower Mural, reflects the social nature of the rosella, nattering high in the gumtrees amidst leaves glistening with raindrops. The artwork has been designed to ensure a strong impact from such a height, with the artists advising the background foliage in the art will fade off into the surrounding trees.

Following design approval from Riverina Water, the members of the Milbrulong Hall Committee met and unanimously supported approval of the design concept provided by the artists. They feel it will be an asset to the town, attracting many visitors to the region when completed. A copy of the design concept is as follows:





The TEDO will lodge a DA with Council for the project with an aim to undertake the project in late May/ early June. The project will also include installation of interpretative panels, rosella nesting boxes, seating, launch and promotion.

Yerong Creek Water Tower Mural:

Yerong Creek Progress Association have worked with the community on a design concept and are currently seeking support for this from Riverina Water. Funding is still being sought.

Recommendation: That support be given for the proposed artwork by artists Scott Nagy and Krimson for the Milbrulong Water Tower mural.

2. Lockhart Shire Joint Brochure

A brochure designer has been engaged for the joint brochure with Lockhart, Murrumbidgee, Narrandera and Leeton and will help ensure the final product is effective in targeting visitors to the region while highlighting attractions and experiences. Local tourism providers will have the opportunity to promote their businesses through paid advertising. A static website will link to visitlockhartshire.com.au and to our Visit Lockhart Shire Facebook page. Funded from the 2019-2020 Tourism Budget, the brochure will be designed to remain current for 2 years with an option for reprinting if required.

Recommendation: That the information be noted.

3. Lockhart Shire and Town Signs

The TEDO has received some fantastic feedback regarding the town entry signs. Peter Creek will assist the TEDO with engaging the community at Pleasant Hills as they do not have a Progress Association or similar. The TEDO still needs to meet with the executives of The Rock Progress Association for feedback on the signs.

Recommends: That the information be noted.

4. Business Events

Planning for business workshops in Lockhart and The Rock is continuing in partnership with Business Enterprise Centre (BEC) Wagga who will fund the events. It is anticipated the workshops will be mid-week evening events planned for the end of April.

Prior to the workshops a gap analysis and shopping survey will be conducted to assist in understanding what goods and services locals would like to see and what drives them to venture further afield to shop, eat and access services. The information obtained from the workshop will remain confidential to be used as a basis for content at the business workshops.

It is important to note that the survey information collected will be used only to positively assist new and current businesses.

The TEDO has begun working on the 2020 Business Awards and is to meet with the executives of The Rock Progress Association. It is envisaged the Awards will be very much in line with last year, with the possible inclusion of a new category, "Best New Business". Lockhart Progress Association have confirmed their support for the project and will again sponsor a category. The TEDO is investigating further sponsorships.

Recommendation: That the information be noted.

5. Love Lockhart Shire Photo Competition

The annual Love Lockhart Shire Photo Competition is again due to run from 01 April to 30 June. Last year's competition was very successful, with a record number of entries and many high-quality images, which were displayed at both Greens Gunyah Museum (printed copies) and The Rock Museum (electronic copies). The TEDO has been able to use these images on an ongoing basis to promote Lockhart Shire as a beautiful place to live and visit.

The format for the 2019 competition was very successful in enticing greater participation in the event and will therefore form the basis for the 2020 competition. Prize monies for the 2020 Love Lockhart Photo Competition are as follows:

Open Category

First Prize:	\$500
Second Prize:	\$200
2 x Highly Commended:	\$100
Staff Pick:	\$50

Youth Category

First Prize:	\$100
Second Prize:	\$50

Recommendation: That the information be noted.

6. Project Updates

The TEDO provided an update on ongoing projects as follows:

Greens Gunyah Museum	The Museum committee are working on their current collection policies and cataloguing with the assistance of Margot Jolly.
The Rock Museum	The Committee who were successful in an application for art grants with Riverina Water are holding two art workshops in March and May, one in mosaics and the other in pottery. The uptake on the workshops was outstanding with all spots being filled in a matter of days.
Lockhart Progress Association	Are continuing to seek funding for the Tim Fischer statue and are working on sponsorship letter wording.
The Rock Progress Association	The Observatory project at The Rock is moving forward and will receive a dome and telescope from CSU who will be using the facility for teaching. A business group at The Rock is also in initial planning stages.
Yerong Creek Progress Association	Continuing to seek funding for Yerong Creek Water Tower. Are working on a number of economic drivers for their community including two potential events and were successful in an application for recycling funding.

Recommendation: That the report be received and the recommendations contained therein be adopted.

The next TEDSC meeting will be held at The Rock Memorial Bowling Club on Tuesday 7 April 2020 at 6:30pm.

Notes:

3. AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING (GM/A65-011)
11 MARCH 2020

To be distributed prior the meeting.

Notes:

Delegates' Reports

1. RIVERINA JOINT ORGANISATION (RIVJO) BOARD MEETING – 27 FEBRUARY 2020 IN SYDNEY

I attended the Riverina Joint Organisation (RIVJO) Board Meeting held at Parliament House Sydney on Thursday 27 February 2020 together with the General Manager.

Convening the Board meeting in Sydney provided the Board with the opportunity to meet with a number of NSW Government Ministers including those listed below.

- | | |
|-------------------------------|---|
| 1. The Hon. Steph Cooke MP | Parliamentary Secretary to the Deputy Premier |
| 2. The Hon. Shelly Hancock MP | Minister for Local Government |
| 3. The Hon. Geoff Lee MP | Minister for Skills and Tertiary Education |
| 4. The Hon. Rob Stokes MP | Minister for Planning |
| 5. The Hon. Paul Toole MP | Minister for Regional Roads |
| 6. The Hon. Bronnie Taylor MP | Minister for Youth, Women and Mental Health |
| 7. The Hon. Brad Hazzard MP | Minister for Health |
| 8. The Hon. Adam Marshall MP | Minister for Agriculture |
| 9. The Hon. Melinda Pavey MP | Minister for Water |

With respect to matters raised in the Board meeting the following points are noted:

- Representatives of Wagga Wagga City Council attended the Board meeting for the first time since becoming members of RIVJO.
- A special meeting will be convened in March 2020 to receive and consider an interim report being prepared by Morrison Low consultants on the operations of REROC and the RIVJO.
- RIVJO has received a \$150,000 grant under the JO Capacity Building Fund. The funding cannot be used for meeting the costs of operating the JO but is project based. The RIVJO grant will be directed towards three projects namely addressing skill shortages in local government, informed decision making in regional freight transport planning and best practice in aggregated procurement.
- Advocacy efforts are focusing on increased funding for the rural financial counselling service; payment of Section 7.12 developer contributions for state significant development; audit, risk and improvement committee guidelines; and the road reclassification terms of reference and independent panel.

Cr Rodger Schirmer
Delegate

Recommendation: That the information be noted.

Notes:

Status Report/Précis of Correspondence Issued

Status Report: Council Resolutions and Tasks to be finalised

Minute No:	Officer to Action	Council Resolution	Action Taken
Ordinary Council Meeting held 3 February 2020			
7/20	DEES	<p>Drought Communities Programme Extension</p> <p>After consultation between DEES and Riverina Water's Director of Engineering, that a report be provided to Council regarding the most beneficial routes for the proposed extension of the reticulated water supply.</p>	<p>Report included in the March Council meeting Business Paper.</p> <p>Complete.</p>
8/20	GM	<p>Drought Communities Programme Extension</p> <p>That "Welfare and support background" be added to the "Desirable Criteria" of the Position Description for the proposed Drought Support Officer.</p>	<p>The Position Description has been amended for inclusion with the grant application.</p> <p>Complete.</p>
9/20	DEES	<p>Drought Communities Programme Extension</p> <p>Council review the potential to add all-abilities access to those businesses in The Rock CBD without access, to the scope of works for the provision of footpaths and disability access in the Shire.</p>	<p>Report included in the March Council meeting Business Paper.</p> <p>Complete.</p>
11/20	GM	<p>Australian Citizenship Ceremonies Dress Code</p> <p>Policy 1.25 Australian Citizenship Ceremonies Dress Code, as presented, be adopted and that a copy of the Policy be forwarded to the Department of Home Affairs.</p>	<p>Policy Register has been updated and a copy of the Dress Code has been forwarded to the Department of Home Affairs.</p> <p>Complete.</p>
12/20	GM	<p>Southern Regional Planning Panel</p> <p>a) Council nominate the following persons for membership of the Southern Regional Planning Panel:</p> <ul style="list-style-type: none"> ▪ Cr Rodger Schirmer (Mayor), permanent member; ▪ Cr Greg Verdon (Deputy Mayor), alternate member; ▪ Mr Johan Louw (Director Engineering and Environmental Servicers), permanent member; ▪ Mr Peter Veneris (General Manager), alternate member; and <p>b) Council delegate authority to the Mayor to nominate the General Manager of Riverina Water County Council, Mr Andrew Crakanthorp, as an alternate member subject to his agreement.</p>	<p>Southern Regional Planning Panel formally notified of Council's nominees including the General Manager of Riverina Water County Council with his consent.</p> <p>Complete.</p>

*Lockhart Shire Council
Ordinary Meeting – 16 March 2020*

Minute No:	Officer to Action	Council Resolution	Action Taken
14/20	MES	Variation to Development Control Plan DA32/20 Council grant consent for a variation to the Lockhart DCP for development application DA32/20.	DA 32/20 approved with consent to variation to the DCP. Complete.
15/20	MES	Variation To Development Control Plan DA33/20 Council grant consent for a variation to the Lockhart DCP for development application DA33/20.	DA 33/20 approved with consent to variation to the DCP. Complete.
17/20	GM	Quarterly Financial Review The Code of Meeting Practice be amended so that Council meets on the third Monday of every month from February to December inclusive.	The Code of Meeting Practice has been amended and the latest version has been uploaded to Council's website. Complete.
19/20	GM	2020/21 Budget Timeline Council endorse the timeline outlined in the report for the preparation of the 2020/21 Draft Budget and Operational Plan including the conduct of Councillor Workshops on 16 March and 20 April 2020.	A Councillor Workshop has been convened for 16 March in accordance with the adopted timeline.
Ordinary Council Meeting held 16 December 2019			
364/19	MES	Compliance Officer Position Council approve the proposal to make the position of Compliance Officer a permanent, full-time position within the organisational structure.	Recruitment process finalised and appointment made. Complete.
Ordinary Council Meeting held 18 November 2019			
343/19	GM	Closed Agenda – Aged Care Accommodation A more detailed report to be prepared and presented to a future meeting of Council.	Awaiting further information from stakeholders before determining whether further consideration by Council is required.
292/19	DCCS	Council Buildings – Dentist and Lockhart Museum Council approve part funding of works as detailed in the report to the Lockhart Museum building at 39 Urana St and the dentist building at 85 Green St Lockhart from Internal Reserves for Buildings for the amount of \$33,120.00.	Quotes have been received and purchase order has been provided to successful builder. Successful builder has scheduled for February 2020.

*Lockhart Shire Council
Ordinary Meeting – 16 March 2020*

Minute No:	Officer to Action	Council Resolution	Action Taken
Ordinary Council Meeting held 16 September 2019			
256/19	GM	<p>Lockhart Renewable Energy Project</p> <p>a) Having secured Commonwealth government funding totalling \$1 million for the Better Energy Technology Renewable Energy Project for Lockhart Township; and</p> <p>b) Having given 28 days public notice of its intention to do so:</p> <p>c) Hereby resolves pursuant to Section 356 Local Government Act 1993 to provide financial assistance totalling \$1 million to Better Energy Technology, in the same manner, i.e. progress payments, as Council receives the funding from the Commonwealth, and for the sole purpose of undertaking Stage 1 of the Lockhart Renewable Energy Project.</p>	<p>Funding Agreement signed.</p> <p>Stage 1 commenced.</p> <p>DA prepared, lodged with Council and referred to the Southern Regional planning panel for determination.</p> <p>BET Pty Ltd to provide further update to Council at 16 March 2020 Council meeting.</p>
Ordinary Council Meeting held 19 August 2019			
223/19	DEES	<p>Lockhart Caravan Park</p> <p>a) Endorses the proposed Lockhart Caravan park revised layout; and</p> <p>b) A further report be brought to Council in due course once a detailed costing can be provided.</p>	<p>Work in progress. Fire-fighting services currently being designed.</p>
219/19	DEES	<p>Pleasant Hills Water Filling Station</p> <p>a) Enters into agreement with Riverina Water County Council to acquire the land at Lot 10 DP 9145 Manson Street, Pleasant Hills for the purposes of establishing a Water Filling Station;</p> <p>b) The land be categorised as Operational under the Local Government Act 1993.</p>	<p>Letter provided to Riverina Water.</p> <p>Contracts exchanged.</p> <p>Settlement has now been completed and sale finalised.</p> <p>Complete.</p>
210/19	TEDO	<p>Minutes of the TEDSC Meeting – Tim Fischer Statue/Lockhart Railway Station</p> <p>Subject to agreement by the authorised managers of the Lockhart Railway Station, expressions of interest for community or commercial purposes be sought from the wider community for the Lockhart Railway Station building.</p>	<p>Advertisement placed in the Lockhart Shire newsletter and on social media.</p>

*Lockhart Shire Council
Ordinary Meeting – 16 March 2020*

Minute No:	Officer to Action	Council Resolution	Action Taken
Ordinary Council Meeting held 15 July 2019			
177/19	DEES	<p>Shire and Town Entrance Signs</p> <p>Council:</p> <p>a) Endorses the shire entrance and town sign proofs in principle;</p> <p>b) Refers the signs back to Council's Tourism and Economic Development Officer for further development and liaison; and</p> <p>c) A further report is brought to Council in due course prior to undertaking another round of community consultation.</p>	<p>Plans referred back to TEDO for further consultation with local Progress Associations and community groups.</p> <p>Ongoing.</p>
Ordinary Council Meeting held 17 June 2019			
144/19	TEDO	<p>Minutes of the TEDSC Meeting – Public Art Projects</p> <p>A submission be requested from the artists Scott Nagy and Janne Birkner to undertake the Milbrulong Water Tower project subject to their quotation being within budget.</p>	<p>Funding secured.</p> <p>Art design is in progress.</p>
Ordinary Council Meeting held 15 April 2019			
77/19	DCCS	<p>Lockhart Medical Centre Community Services Building</p> <p>Council support the change of use to the Lockhart Medical Centre/Community Services, on the corner of Matthews and Hebden Streets in principle and provide a letter of landowner consent to a Development Application being lodged.</p>	<p>GM & DCCS met with Valmar's Coordinator - Fleet, Asset and Corporate to progress the matter with Valmar agreeing to provide plans prior to Council providing landowners consent to lodge a DA.</p> <p>Valmar are in the process of putting plans with proposed works together to present to Council for approval.</p> <p>Valmar have provided their proposed changes. Letters have been sent to property owners around the Matthews St premises informing them of the proposed change of use, with no replies received to date.</p>
Ordinary Council Meeting held 4 February 2019			
25/19	DCCS	<p>Information Technology Systems Infrastructure</p> <p>a) Council approve the purchase of the additional information technology infrastructure up to value \$25,000; and</p> <p>b) Additional information technology infrastructure to be funded from December 2018 Quarterly Budget Review.</p>	<p>Contact has been made with selected suppliers. Tender specifications being finalised to initiate negotiations will select suppliers to continue.</p> <p>New server installed week of 2 March.</p> <p>Complete</p>

*Lockhart Shire Council
Ordinary Meeting – 16 March 2020*

Minute No:	Officer to Action	Council Resolution	Action Taken
Ordinary Council Meeting held 17 December 2018			
344/18	GM/ DCCS	<p>Closed Agenda – Request from Osborne Recreation Ground Management Committee</p> <p>a) Enter into a lease agreement with Jason Webster, as adjoining landowner to the Osborne Recreation Ground to lease land as per map for \$1.00 per annum for 3 years, and</p> <p>b) The General Manager and Director Corporate and Community Services be authorised to sign the lease on behalf of Council.</p>	<p>Lease finalised and executed by both parties.</p> <p>Complete.</p>
Ordinary Council Meeting held 15 October 2018			
261/18	TEDO	<p>Minutes of the TEDSC Meeting – Water Tower Lighting</p> <p>Consideration be given to funding to light the Lockhart Water Tower Mural and that Council investigate possible lighting options.</p>	<p>Solar lighting installed.</p> <p>Complete</p>
260/18	TEDO	<p>Minutes of the TEDSC Meeting – Water Tower Long Term Maintenance</p> <p>An agreed amount be held in reserve to enable future maintenance of the Lockhart Water Tower as and when needed.</p>	<p>A draft MoU has been prepared and referred to RWCC for comment following which it will be presented to Council for consideration.</p>
Ordinary Council Meeting held 17 September 2018			
252/18	DCCS	<p>Closed Agenda – Information Technology Systems – Quotations</p> <p>a) Council approve the purchase of the Electronic Document and Records Management System (EDRMS) HPE Content Manager with initial purchase, setup and training costs to be funded from Council's Systems & IT Improvements Reserve;</p> <p>b) Council approve the purchase of Asset Management system AssetFinda with initial purchase, setup and training costs to be funded from Council's Systems & IT Improvements Reserve;</p> <p>c) Initial and ongoing cost of iPad Minis are to be incorporated and funded from Council's Operating Plan Budget at Quarterly Budget Review; and</p> <p>d) Year 2 and ongoing annual license fees cost are to be incorporated and funded from Council's Operating Plan Budget.</p>	<p>Purchase Order for AssetFinda raised, software licence received and being reviewed.</p> <p>IT Server is at end of life, quotes being sought. Server requires upgrade or replacing to enable AssetFinda to be installed.</p> <p>Purchase order raised for HPE Content Manager, Project manager from Civica has been assigned.</p> <p>Civica are scheduled to do an initial workshop to kick off the project early February 2020.</p> <p>Implementation Team commenced in March working on set up of new EDRMS.</p> <p>Complete.</p>

Minute No:	Officer to Action	Council Resolution	Action Taken
Ordinary Council Meeting held 19 March 2018			
68/18	GM	<p>Closed Agenda – Green Street West Lockhart – Price Review</p> <p>a) Council adopt the following asking process for lots remaining unsold in the residential subdivision at Green Street West, Lockhart:</p> <p style="margin-left: 20px;">a. \$25,000 Lots 1, 6, 7, 9, 10, 23, 24, 25, 27, 28, 29, 30, 31, and 32</p> <p style="margin-left: 20px;">b. \$27,500 Lots 12, 16, 17 and 18</p> <p style="margin-left: 20px;">c. \$44,000 Lots 11 and 34</p> <p>b) That in relation to Lots 6-7, 9-10, 23-25 and 28-31, the price of two adjoining lots sold in a single transaction, i.e. one contract of sale, be reduced to \$22,000 each or a total contract price of \$44,000.</p> <p>c) That Lot 8 Rockliff Court in the Green Street West Residential Estate be taken off the Market whilst cost estimates are prepared for converting the allotment into a local park.</p> <p>d) That the GM be authorised to negotiate with project home builders for establishment of a display home at Green Street West with any incentives to be offered to be subject to approval by Council.</p>	<p>Council’s agent has been informed of the revised selling prices adopted by Council.</p> <p>Council’s agent is contacting all builders on its data base regarding incentives that might encourage the construction of a spec/display home.</p> <p>A cost estimate for converting an allotment into a park is currently being prepared.</p> <p>The project was referred to the Councillor Workshop held on 19 August 2019 to consider projects for funding under Round 3 of the SCCF Grants program.</p> <p>Complete</p>
Ordinary Council Meeting held 16 May 2016			
109/16	DCCS	<p>Old Lockhart Railway Station Building</p> <p>Council to:</p> <p>a) Seek to find a suitable use/tenant for the building</p> <p>b) Begin negotiations with JHR to hand building back, if suitable use/tenant not found within next 6 months.</p>	<p>No potential tenants have enquired. Promoting venue as a regional meeting site. Very little activity to date. Lockhart Central School has used for 2019 HSC exams. No enquiries for a permanent tenant.</p> <p>Correspondence forwarded to JHR to ascertain whether it would enforce the lease and require the lease to be paid out in full if Council was to terminate the Agreement.</p> <p>Variation to Lease being pursued to reduce rental.</p>
Ordinary Council Meeting held 3 February 2020 – Councillor Questions & Statements			
Questions & Statements	DEES	<p>Shipping Containers and Car Bodies in The Rock – Cr Verdon requested that Council investigate the number of unauthorised shipping containers that have been installed on properties in The Rock township and also investigate the recent increased number of car bodies in Park St, The Rock.</p>	<p>Chapter for inclusion in Development Control Plan being prepared for Council’s consideration.</p> <p>Some existing shipping containers are approved, however pre-date development controls.</p>

*Lockhart Shire Council
Ordinary Meeting – 16 March 2020*

Minute No:	Officer to Action	Council Resolution	Action Taken
	DEES	Newell Highway Project and increased traffic using Olympic Highway – With reference to REROC and Riverina Joint Organisation talks held some time ago regarding the Newell Highway Project, Cr Verdon advised he believes this study should also now include increased traffic using the Olympic Highway (through The Rock) to travel to Temora and West Wyalong.	DEES met with TfNSW on 3 March and advised accordingly. Complete.
	DEES	Possible Re-alignment of Olympic Highway to accommodate B-Doubles at The Rock – Cr Verdon requested Council speak to Transport for NSW to enquire regarding progress on the possible re-alignment of Olympic Highway to dual-carriage at The Rock to accommodate B-Doubles.	DEES met with TfNSW on 3 March. TfNSW advised that they are not considering realignment at this stage, only reconstruction. Undertaking a Road Safety Review – could result in some intersection upgrades. Complete.
	DEES	Risk of Falling Tree Limbs at The Rock Recreation Ground – Advised of current danger imposed on campers regarding possible falling tree limbs at The Rock Recreation Ground and enquired who is responsible for trimming these limbs to ensure public safety.	Facilities Officer will seek an arborist report on the trees and arrange for any required trimming.
	DEES	Request for a Footbridge/Walkway on the Eastern side of the Olympic Hwy to get pedestrians Safely from one side of the Highway to the other – Following observed increased pedestrian traffic (notably gophers and prams) crossing the Olympic Highway at The Rock, requested that Council raise the possibility with Transport for NSW of installing a footbridge/walkway from one side to the other to get pedestrians safely across the highway.	DEES met with TfNSW on 3 March. TfNSW not proposing a footbridge but undertaking a Road Safety Review – could result in some intersection upgrades. Complete.
	DEES	Lawn Cemetery, Lockhart – Cr Rockliff advised that residents are again concerned about the care taken of plots and sprinklers not working at the Lockhart Lawn Cemetery.	Still issues with controller. Contractor engaged to test and possibly replace controller by late March subject to weather.
	DEES	Lockhart and The Rock Swimming Pools – Cr Rockliff advised that the Lockhart Swimming Pool had recently sustained damage during a break-in and requested Council consider the installation of CCTV to identify and deter from this reoccurring.	Seeking quotes for installation of security cameras.

*Lockhart Shire Council
Ordinary Meeting – 16 March 2020*

Minute No:	Officer to Action	Council Resolution	Action Taken
Questions & Statements	DEES	CCTV – With regard to the enquiry below made by Cr Rockliff regarding the possible installation of CCTV at Lockhart and The Rock Swimming Pool Complexes, Cr Marston requested that Council also include Recreation Grounds in the Shire in this consideration.	Seeking quotes for installation of security cameras.
	DEES	Lockhart and The Rock Swimming Pools – Cr Douglas commented that the new pools are great facilities for the Shire but he believes the contractor at each pool is being put at risk if working by themselves and he would like Council to consider hiring additional staff for security and safety reasons. Cr Douglas asked if going forward Council could consider amending contractual arrangements to stipulate that two people be present at all times during pool opening hours.	DEES has been in contact with Royal Lifesaving NSW and has reviewed Council's contractual arrangements.
	DEES	Overgrown Trees on County Boundary Road – Cr Sharp advised that visibility is poor at Suzanne Forck's driveway on County Boundary Rd (where the school bus turns around) as you cannot see if the road is clear going south to Pleasant Hills due to overgrown vegetation between the table drain and the edge of the tar.	DEES will investigate and arrange appropriate works.
Ordinary Council Meeting held 16 December 2019 – Councillor Questions & Statements			
Questions & Statements	DEES	Cr Day – Bridge over Brookong Creek, Lockhart and also New Culvert on Urana Rd – Wished to clarify that he was actually asking for naming of the new culvert on Urana Rd to be named, but is also happy to add a request for Council to also consider naming the bridge over Brookong Creek, Lockhart (at the end of Green St) because of its proximity to the Greens Gunyah Museum.	DEES advised that he will investigate and provide a report to Council at a future meeting.
	DEES	Cr Rockliff – Visibility Concerns at Intersection of Bidgeemia and Western Roads – Advised that this intersection is currently dangerous and of concern due to poor visibility caused by overgrown vegetation.	DEES advised that he will investigate and advise. Road Safety Officer undertook safety assessment which was considered by the Traffic Committee. Works to be programmed.
Ordinary Council Meeting held 18 November 2019 – Councillor Questions & Statements			
Questions & Statements	DEES	Cr Rockliff – Mobility Scooters in Lockhart Township – After observing a mobility scooter attempting to negotiate a railway crossing, enquired if Council could provide pathways for mobility scooters to safely negotiate railway crossings in the Shire townships?	Acting DEES advised he will investigate a solution and advise.
	DEES	Cr Rockliff – Walter Day Park, Lockhart – Enquired if there is a problem with the sprinklers at Walter Day Park, as large sections of grass are dying off?	Quote received and works scheduled for late March subject to weather.

This is page 19 of the Business Paper of the Ordinary Monthly Meeting of the Lockhart Shire Council held in the Council Chambers, Green Street, Lockhart – 16 March 2020.

CHAIRPERSON

Lockhart Shire Council
Ordinary Meeting – 16 March 2020

Minute No:	Officer to Action	Council Resolution	Action Taken
	DEES	Cr Rockliff – Water Damaged Laneway, Lockhart – Advised that the last laneway heading east at the corner of Urana and Day Streets have been left suffering water damage following recent pipe replacement works by Riverina Water.	Acting DEES advised that he will investigate and advise. Cr Verdon advised that Riverina Water would be happy to provide materials.
	DCCS	Cr Douglas – Surrounds of Magnolia Lodge, Lockhart - Advised there is currently cracked pathways, etc. surrounding Magnolia Lodge and asked if these could be attended to in the interest of public safety. Cr Douglas also asked how work is progressing on the fire damaged unit at Magnolia Lodge?	DCCS advised that Council's Finance Officer had recently attended Magnolia Lodge with a concreter to obtain a quote to repair the pathways. Quotes received, refer Agenda Item 7. With regards to the damaged unit, DCCS advised that work is progressing.
	DEES	Cr Walker – Tootool Mittagong Road – Advised he had received complaints from residents regarding the condition of the Tootool- Mittagong Rd, with large rocks currently coming up through the road.	Acting DEES advised that he will investigate and advise.
Ordinary Council Meeting held 16 September 2019 – Councillor Questions & Statements			
Questions & Statements	GM	Cr Verdon – Opportunities for Trainees in Lockhart Shire – Enquired if it would be possible to identify possible opportunities for trainees in Lockhart Shire.	RIVJO has secured funding for three projects one of which is to address skill shortages in local government. Project outcomes will be reviewed to identify any possible opportunities for trainees in Lockhart Shire. Complete.
	DCCS	Cr Rockliff – Lockhart Golf Club – Advised the Lockhart Golf Club is currently struggling with membership numbers and enquired if the possibility of the Club becoming a Section 355 Committee of Council could be investigated.	DCCS advised that he will investigate and advise. Council staff have met with the Golf Club Treasurer. The Golf Club have not had a meeting to discuss and advise Council.
Ordinary Council Meeting held 19 August 2019 – Councillor Questions & Statements			
Questions & Statements	GM/ DCCS	Cr Marston – Status of Work on the Second Oval, The Rock – Enquired about the status of the work for the second oval at The Rock particularly with respect to commencing the project within 12 months of the grant being approved.	Arrangements being made to prepare the area at the western end of the Recreation Reserve for temporary use by the Pony Club to enable works to commence on the 2 nd oval. Crown Lands have advised that the TSR on Old Trunk Rd is subject to an Aboriginal Land Claim. Council has made contact with NSW Aboriginal Land Council, awaiting response.
	DEES	Cr Rockliff – Possibility of Residents Living in a Shed on a Property in South Lockhart – Advised that it had come to his attention that it may be possible that residents are living in a shed on a property in South Lockhart?	DEES advised that he will investigate and take appropriate action. Council staff are investigating.

This is page 20 of the Business Paper of the Ordinary Monthly Meeting of the Lockhart Shire Council held in the Council Chambers, Green Street, Lockhart – 16 March 2020.

CHAIRPERSON

Minute No:	Officer to Action	Council Resolution	Action Taken
	DEES	Cr Douglas – Tenison Lane, Lockhart – Enquired if Tenison Lane could have a maintenance grade before the harvest season?	DEES advised he will investigate and advise. Tenison Lane to be graded when resourcing permits.
	DEES	Cr Douglas – Nursery, The Rock – Enquired if staff had received the letter of concern from Leo Driscoll regarding the nursery in The Rock?	Council staff investigated and confirmed that a letter was received from Leo Driscoll regarding a private water supply pipe. DEES contacted owner and met on site 9/03 – advised that pipe be undergrounded – issued Road Opening Permit for submission.
Ordinary Council Meeting held 15 July 2019 – Councillor Questions & Statements			
Questions & Statements	DEES	Cr Marston – Creek Crossing on Jaegers Lane –advised that the creek crossing on Jaegers Lane is washed out.	DEES advised that he will investigate and noted that the creek crossing might not be in Lockhart Shire. DEES has investigated and interim works to occur shortly.
Ordinary Council Meeting held 20 May 2019 – Councillor Questions & Statements			
Questions & Statements	DEES	Cr Verdon - Drain at Western End of Wilson Street and also Corner of Bretton and Urana Streets, The Rock – Requested if these drains could be cleared?	DEES advised he will investigate and take appropriate action. Works are planned to concrete the ends of the drains to improve water movement.
Ordinary Council Meeting held 15 April 2019 – Councillor Questions & Statements			
Questions & Statements	DEES	Cr Day – Brookong Reserve Signs on Urana Road, Lockhart – Enquired if these signs could be replaced?	DEES advised he will investigate and take appropriate action. Staff are investigating what can be done regarding the signage as this is not a Council reserve. DEES contacted Forestry Corporation who advised that they will not install new sign but will refresh the existing sign. Completed.
	GM	Cr Driscoll – Lockhart Shire Council Block of Land, Scott Street, The Rock – Enquired of Council was planning to sell the block of land in Scott St, The Rock?	A review of Council owned land classified as “operational land” (including the Scott St block) has been completed. A report is being prepared for the 20 April 2020 Council meeting.
	DEES	Cr Driscoll – The Rock Town Entrance Sign – Advised that The Rock town entrance sign re-instated south of The Rock on the Olympic Hwy is a lot further south than its original position and enquired if it could be relocated back closer to The Rock?	DEES advised he will investigate and take appropriate action. DEES has discussed with GHSC and they are looking at if sign can be moved closer to the town.

Lockhart Shire Council
Ordinary Meeting – 16 March 2020

Minute No:	Officer to Action	Council Resolution	Action Taken
Ordinary Council Meeting held 19 November 2018 – Councillor Questions & Statements			
Questions & Statements	DEES	Cr Verdon – Council Contribution – The Rock Recreation Ground – Advised The Rock Recreation Ground receives an annual contribution funding of \$12,500 from Council and with electricity currently costing \$12,000 p.a., was wondering if Council could do and audit or assist in any way?	DEES advised there may be some upcoming opportunities for grant funding for solar and battery storage for Council buildings and he will investigate further and advise. DEES has been in contact with OEH about opportunities. Council to provide information to OEH. DEES still in discussions with OEH. This will be a work in progress.
Ordinary Council Meeting held 21 May 2018 – Councillor Questions & Statements			
Questions & Statements	DEES	Cr Rockliff – Water going into Back Yards between Green & Hebden Streets, Lockhart – Advised he has been approached by 2 residents regarding water going into back yards between Green and Hebden Streets, Lockhart.	DEES advised he is aware of the issue and will investigate when time and resourcing permits. Complete.
Ordinary Council Meeting held 20 November 2017 – Councillor Questions & Statements			
Questions & Statements	GM	Cr Marston – Potential Purchase of Land for Development – Following completion of Carson Rd Development, The Rock, enquired if Council could look into the purchase of more land for development (using borrowings) – Shire-wide, but maybe concentrating on The Rock and lifestyle blocks in Yerong Creek, requesting this be put on the agenda for further discussion.	Discussions have been held with Council's agent and the availability of suitable developable land coming on to the market is being monitored. Land development at The Rock has also been submitted to the Riverina JO for inclusion in the Statement of Regional Priorities being developed by the JO.
Ordinary Council Meeting held 17 July 2017 – Councillor Questions & Statements			
Questions & Statements	CRS	Cr Schirmer – Councillor Relaxed Visits throughout Shire – Thanked Councillors who attended recent Friday night at the Pleasant Hills Pub and advised the visit was well received by the locals with positive feedback being given.	Councillors attended the Friday fish & chips night at Yerong Creek on 6 July 2018. Complete

16 March 2020 Council Meeting - Correspondence Sent to Councillors

Date sent to Councillors	From	Subject	File Ref
10/03/2020	ALGA News Editor	ALGA News 6 March 2020	A75-005
06/03/2020	DCCS	Invitation to Lockhart Shire Youth presentation	Y05-005
06/03/2020	President - LGNSW	LGNSW Weekly 6 March 2020	S20-007
02/03/2020	ALGA News Editor	ALGA News 28 February 2020	A75-005
02/03/2020	Minister for Local Government	OLG's 28 February 2020 e-newsletter	D14-010
28/02/2020	President - LGNSW	LGNSW Weekly 27 February 2020	S20-007
25/02/2020	Lockhart Shire Mayor	Mayoral Email Update	-
25/02/2020	President - LGNSW	Variation to the Local Government Award	S30-010
24/02/2020	ALGA News Editor	ALGA News 21 February 2020	A75-005
20/2/2020	President - LGNSW	LGNSW Weekly 20 February 2020	S20-007
18/02/2020	President - LGNSW	LGNSW Weekly 18 February 2020	S20-007
18/02/2020	Minister for Local Government	OLG's 14 February 2020 e-newsletter	D14-010
18/02/2020	ALGA News Editor	ALGA News 14 February 2020	A75-005
10/02/2020	ALGA News Editor	ALGA News 7 February 2020	A75-005
10/02/2020	President - LGNSW	LGNSW Weekly 7 February 2020	S20-007
05/02/2020	Morrison Low Consultants	Online survey regarding independent review of REROC & RIVJO.	R30-015
03/02/2020	Minister for Local Government	OLG's January 31 e-newsletter	D14-010
03/02/2020	ALGA News Editor	ALGA News 31 January 2020	A75-005
03/02/2020	President - LGNSW	LGNSW Weekly 31 January 2020	S20-007
29/01/2020	General Manager	Advising of Executive Assistant's resignation.	S30-005
23/01/2020	Morrison Low Consultants	Online survey regarding independent review of REROC & RIVJO.	R30-015
21/01/2020	Minister for Local Government	OLG's January e-newsletter	D14-010
21/01/2020	President - LGNSW	LGNSW Weekly 14 January 2020	S20-007
28/01/2020	ALGA News Editor	ALGA News 24 January 2020	A75-005
28/01/2020	President - LGNSW	LGNSW Weekly 28 January 2020	S20-007

Recommendation: That the information be noted.

Notes:

Staff Reports

STRATEGIC DIRECTION A: A Connected and Resilient Community

1. DROUGHT COMMUNITIES PROGRAMME EXTENSION – EXTENSION OF RETICULATED WATER IN RURAL AREAS (GM/G10-005)

Executive Summary

More detailed information is provided for Council's endorsement in relation to the extension of reticulated water in rural areas projects identified in the 3 February 2020 meeting for funding under the Drought Communities Programme Extension.

Report

At the Council meeting held on 16 December 2019 it was resolved that Council submit applications under the Drought Communities Program Extension. An amount of \$480,000 was allocated to a project to extend reticulated water in rural areas. A further report was presented to the Council meeting held on 3 February 2020 which included extension options along Vincents Road and Bidgeemia Road.

It was resolved at the meeting that after consultation between Lockhart Shire Council's Director Engineering and Environmental Services and Riverina Water County Council's Director Engineering, a report be provided to Council regarding the most beneficial routes for the proposed extension of the reticulated water supply.

A meeting was held between Lockhart Shire Council and Riverina Water County Council on 10 February to discuss the most beneficial routes for the proposed extension of the reticulated water supply. Based on the discussions with Riverina Water County Council it was understood that:

- The water main could be extended along the eastern side of Vincent's Road, The Rock where more properties are located compared to the western side.
- With respect to the Bidgeemia area, when taking a longer term strategic view, the most benefit would be derived from extending the water supply in a westerly direction along Bidgeemia Road.
- In the event of the project proceeding, the water main extending from the corner of Bidgeemia Road and Soldier Settlement Road to the end of the reticulated network would be upgraded by Riverina Water County Council as its contribution to the project.

It was requested at the meeting that Lockhart Shire Council formally write to Riverina County Council to request a fee proposal to undertake the water main extensions. Council wrote to Riverina Water County Council on 11 February 2020 requesting a fee proposal.

On 4 March Riverina Water County Council advised that the most benefit will be derived by extending 4.0km of water mains along Vincents Road and 6.8km of water mains along Bidgeemia Road based on the number of connections and long-term strategic view. This has been calculated based on the property owner paying the relevant connection fees of approximately \$7,600 per property. Properties on Bidgeemia Road will be restricted to 9L/min. Riverina Water County Council will also upgrade 2.8km of existing pipe on Bidgeemia Road at their cost to facilitate the extension.

Vincents Road: The benefit of Vincents Road compared to other options is the high number of connections that can be achieved for the cost. Also, the owners have previously been consulted and were in favour. Furthermore, this area has no supply/pressure issues.

Length: 4km

Construction cost: \$188,000

New direct connections: 13

Bidgeemia Road: Bidgeemia Road fits with Riverina Water's long-term strategy as it allows future connection to the Urana system subject to further works, which ensures continuity and security of supply.

Length: 6.8km

Construction cost: \$307,000

New direct connections: 8

Total amount is \$495,000

Riverina Water County Council further advised that it received a request for an extension along Woodend Five Ways Road. This option will potentially allow for 15 new connections at a cost of more than the \$495,000 for the above two options. The Woodend Five Ways Road option would also have to go through private property necessitating legal fees, land access/easement, compensation, etc. The two proposed options present the best value for money in terms of additional connections.

Legislative Policy and Planning Implications

Nil

Integrated Planning and Reporting Reference

A2: Ensure that Lockhart Shire is well prepared to respond to adversity.

A2: Provide and advocate for services that respond to the needs of the community.

B1: Improve services and infrastructure that supports our rural business.

B1: Provide business support to our community.

Budget and Financial Aspects

Co-funding is not mandatory for any projects nominated for funding under the Drought Communities Program Extension. However, applicants must ensure they have adequate funds to cover the costs of any ineligible expenditure associated with the project.

Attachment

Nil

Recommendation: That Council supports the extension of the water mains along Vincents Road (4.0 km) and Bidgeemia Road (6.8km), as proposed by Riverina Water County Council, for inclusion in Council's application under the Drought Communities Program Extension.

Notes:

2. DROUGHT COMMUNITIES PROGRAMME EXTENSION – FOOTPATHS AND DISABILITY ACCESS IMPROVEMENT (GM/T10-005)

Executive Summary

More detailed information is provided for Council's endorsement in relation to the footpaths and disability access projects identified in the 3 February 2020 meeting for funding under the Drought Communities Programme Extension.

Report

At the Council meeting held on 16 December 2019 it was resolved that Council submit applications under the Drought Communities Program Extension. An amount of \$200,000 was allocated to a project to improve footpaths and disability access.

A further report was presented to the Council meeting held on 3 February 2020 which included a range of sub-projects to improve footpaths and disability access selected on the following basis:

- Previous footpath inspections
- Connecting existing footpaths
- Connecting major traffic generators
- Requests for footpath upgrades

LOCKHART

<i>Road</i>	<i>From</i>	<i>To</i>	<i>Description of Works</i>	<i>Estimated costs</i>
Halliday St	Laneway	Riverina Restorations	Replace current footpath	\$5,720
Drummond St	Halliday St	Matthew St	Construct 2m wide shared path	\$55,900
Drummond St	Halliday St	Matthews St	Construct 2 pram ramps outside school	\$6,000
Drummond St	Drummond St	Matthews St	Construct 2 pram ramps at intersection	\$6,000
Hebden St	Hebden St	Matthews St	Construct 2 pram ramps at intersection	\$8,000
Matthews St	Drummond St	Hebden St	Construct 2m wide shared path	\$30,680
Green St	Green St	Urana St	Construct pram ramps both sides	\$6,000
Green St	Green St	Urana St	Install pavers in front of museum	\$5,500
Green St	Green St	Urana St	Construct new kerb & gutter	\$1,540
Green St	Green St	Urana St	Construct new dish drain	\$1,600
Matthews St	Matthews St	Laneway	Construct 2 pram ramps at intersection	\$6,000

\$132,940

THE ROCK

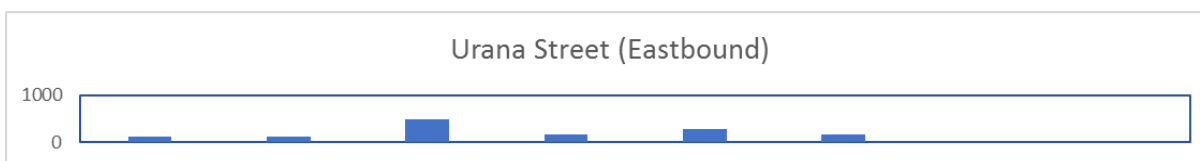
<i>Road</i>	<i>From</i>	<i>To</i>	<i>Description of Works</i>	<i>Estimated costs</i>
Mixner St (West)	Wilson St	70m North	Construct 2m wide shared path	\$18,200
Mixner St (East)	Wilson St	Urana St	Construct 2m wide shared path	\$30,160
Urana St	Mixner St	Bowling Club footpath	Replace current narrow footpath with 2m wide shared path	\$14,820
Wilson St	Wilson St	Mixner St	Construct pram ramps on both sides	\$6,000
Urana St	Mixner St	Urana St	Replace existing pram ramp	\$3,000

\$72,180

At the Council meeting held on 3 February 2020 it was resolved (minute no. 9/20) on the motion of Crs Verdon and Rockliff that following the provision of a costing report, Council review the potential to add all-abilities access to those businesses in The Rock CBD without access, to the scope of works for the provision of footpaths and disability access in the Shire.

Review of all-abilities access to those businesses in The Rock CBD

Businesses in The Rock are currently serviced by a 6 metre wide paved footpath on both sides of Urana Street. However, not all businesses have level frontage to the paved footpath. A review of entries into businesses showed a large variety of accesses with varying heights above the existing footpath (see profiles below).



There are several options to address access to the businesses in The Rock CBD some of which include the following:

Option 1: Most businesses in towns, where the entry level is above or below the footpath level, use fixed or portable threshold ramps or step ramps. The Australian Standards* and Australian Network on Disability (Retail Guidelines) specifies the following gradient requirements:

- Step Ramp: to assist someone to ascend a small step (no more than 190mm) but cannot be longer than 1,900mm or steeper than 1:10 and must have a slip resistant surface;
- Threshold Ramp: a short slip resistant ramp which allows access to a doorway with a rise of 35mm and cannot cover a distance of more than 280mm (a maximum gradient of 1:8).

*AS 1428.1-1998 (Australian Specification & Standard Design for Access & Mobility)

The most used threshold ramps and step ramps are made from rubber. The cost of rubber ramps varies between \$200-\$1,000 each based on height and width. Similar threshold ramps are currently used at some businesses in Lockhart and have been supplied by the businesses at their own cost.

Portable aluminium and plastic threshold ramps with non-slip surfaces cost about \$250 upward. These type of threshold ramps could also be fixed to the threshold. The Post Office at Lockhart has installed a custom aluminium ramp. Custom made timber threshold ramps are also used.

Option	Cost (\$)	Comment
Option 1 (a) Business owners are required to provide threshold or step ramps	0	General practice with councils/current practice with Lockhart Shire Council
Option 1 (b) Council contributes towards the cost of threshold or step ramps for businesses within the CBD	200-1,000	Based on a 50% contribution or above by Council, limited to one ramp per business

Threshold or step ramps located on footpaths could be a potential trip hazard, however given the generous width of the footpaths (6 metres) the risk is considered minimal. Rubber or fixed ramps are deemed most suitable as these provide a lower level of risk (slip/slide resistant).

Option 2: This option involves construction of ramps from the building line into the businesses. This option will only be feasible for some businesses and will be subject to internal layout and entry configuration. Costs could vary significantly subject to individual business requirements. Although, this kind of access construction is generally the responsibility of the individual business owner, Council could consider a set contribution.

Option 3: This option involves the construction of paved ramps with wing edges to businesses. It is proposed that the ramps are paved in the same paving as currently applied to the footpaths. The estimated cost of providing constructed paved ramps varies between \$4,000-\$5,000 based on the height and width of the ramps.

Option	Cost (\$)	Comment
Option 3: Construction of paved ramps with wing edges	4,000-5,000	Given the differential access heights the ramps will vary in length along the footpath creating potential trip hazards as well as impacting visual amenity

Option 4: This option involves reconstruction of the footpath to a height that would provide level access to most (active) businesses. Raising of the footpath to accommodate a level entrance for all businesses would be difficult to achieve as the entrance heights varies significantly. The cross fall of paved footpaths should not exceed a 1:40 gradient. Lifting the existing footpaths will require replacement of the kerbs as well.

Option	Cost (\$)	Comment
Option 4: Lifting of the existing footpaths		Given the differential access heights lifting of the footpaths will only provide level access to some businesses and not all businesses
Eastbound - Draper to Day	45,000	
Eastbound - Day to Emily	31,000	
Westbound - Draper to Emily	44,100	
Westbound - Emily to John	72,000	

Note: rates obtained from local contractor and does not include kerb replacement

Other Options Considered:

The following footpath and access options have also been considered in Lockhart:

Location	Start	Finish	Proposed Works		Cost
Green St	Green St	Laneway	Install pram ramp	Access to proposed footpath	\$3,000
Green St	Day St	Matthew St	Replace current sealed footpath with concrete footpath	Trip hazards	\$53,820
Day St	Laneway	Green St	Replace current narrow footpath with 2m wide pathway	Previous requests from Woodhaven Aged Hostel	\$13,000
Ferrier St	O'Connell St	Day St	Install pram ramps and crossing	Access from south to north footpath	\$3,000
Ferrier St	O'Connell St	Day St	Replace current narrow footpath with 2m wide pathway	Access to school	\$39,000
Halliday St	Laneway	Hebden St	Replace current narrow footpath with 2m wide pathway	Improved access to school	\$15,080
Halliday St	Laneway	Hebden St	Install pram ramps both ends of footpath	Access to proposed footpaths	\$6,000
Halliday St	Laneway	Concrete Driveway	Lifting broken concrete and install new concrete footpath	Complaints regarding unsafe surface	\$10,530
Halliday St	Laneway	Concrete Driveway	Install pram ramp	Access to proposed footpaths	\$3,000

\$146,430

It is proposed that these footpaths and access improvements be submitted for funding through the Active Transport program.

The following footpath and access options have also been considered in The Rock:

Location	Start	Finish	Proposed Works		Cost
Urana St	Mixner St	Cornwall St	Construct 2m wide shared path	Access to local residences	\$56,420
Urana St	Mixner St	Mixner St	Install pram ramps	Access to proposed footpaths	\$6,000
Urana St	Mixner St	Cornwall St	Remove trees	10 trees – 5 large	\$7,500
					\$69,920

The total estimated cost to extend the footpaths along Urana Street from Mixner Street to Cornwall Street is \$69,920. This will require the removal of 5 larger trees towards the Cornwell Street end to fit the 2m wide footpath. There are some gardens that spill onto the footpaths which will also be impacted.

Legislative Policy and Planning Implications

Nil

Integrated Planning and Reporting Reference

- A2: Ensure that Lockhart Shire is well prepared to respond to adversity.
- A2: Provide and advocate for services that respond to the needs of the community.
- B1: Improve services and infrastructure that supports our rural business.
- B1: Provide business support to our community.

Budget and Financial Aspects

Co-funding is not mandatory for any projects nominated for funding under the Drought Communities Program Extension. However, applicants must ensure they have adequate funds to cover the costs of any ineligible expenditure associated with the project.

Attachment

Nil

Recommendation: That Council:

- 1) Endorses the following footpath and access improvements in Lockhart Township for inclusion in the application under the Drought Communities Program Extension:

Road Section	From	To	Description of Works
Halliday St	Laneway	Riverina Restorations	Replace current footpath
Drummond St	Halliday St	Matthews St	Construct 2m wide shared path
Drummond St	Halliday St	Matthews St	Construct 2 pram ramps outside school
Drummond St	Drummond St	Matthews St	Construct 2 pram ramps at intersection
Hebden St	Hebden St	Matthews St	Construct 2 pram ramps at intersection
Matthews St	Drummond St	Hebden St	Construct 2m wide shared path
Green St	Green St	Urana St	Construct pram ramps both sides
Green Street	Green St	Urana St	Install pavers in front of museum
Green St	Green St	Urana St	Construct new kerb & gutter
Green St	Green St	Urana St	Construct new dish drain
Matthews St	Matthews St	Laneway	Construct 2 pram ramps at intersection

- 2) Endorses the following footpath and access improvements in The Rock Township for inclusion in the application under the Drought Communities Program Extension:

Road Section	From	To	Description of Works
Mixner St (West)	Wilson St	70m North	Construct 2m wide shared path
Mixner St (East)	Wilson St	Urana St	Construct 2m wide shared path
Urana St	Mixner St	Bowling Club footpath	Replace current narrow footpath with 2m wide shared path
Wilson St	Wilson St	Mixner St	Construct pram ramps on both sides
Urana St	Mixner St	Urana St	Replace existing pram ramp

- 3) Considers a contribution towards access improvements to businesses in the Lockhart and The Rock Townships for inclusion in the 2020/21 Budget.

Notes:

STRATEGIC DIRECTION B: A Dynamic and Prosperous Economy

Nil.

STRATEGIC DIRECTION C: An Environment that is Respected and Protected

3. LOCKHART LOCAL STRATEGIC PLANNING STATEMENT

(MES/P25-030)

Executive Summary

This report presents the Draft Lockhart Shire Council Local Strategic Planning Statement (LSPS) to Council.

Report

In March 2018, amendments to the Environmental Planning and Assessment Act 1979 (EP&A Act – the Act) introduced new requirements for all NSW councils to prepare and make local strategic planning statements.

Local strategic planning statements (LSPS) are designed to set out the 20-year vision for land use in the local area. The Statement will draw on the special characteristics which contribute to local identity and inform the Council on how growth and change will be managed into the future. For Lockhart Council, the LSPS is one of Council's first and most critical strategic planning documents.

The statements:

- Will implement actions in the regional and district plans, and the Council's own priorities in the Community Strategic Plan it prepares under local government legislation.
- Will shape how the development controls in the local environmental plan (LEP) evolve over time to meet the community's needs, with the LEP the main tool to deliver the Council and community's plan.
- Must be a succinct and easy to understand document that will allow community members to contribute to and understand the future direction of land use in their area.
- Must identify the planning priorities for an area and explain how these are to be delivered. They must also show how the council will monitor and report on how the priorities will be implemented.

Lockhart Council staff have drafted a LSPS for the Lockhart LGA, which sets out the 20-year vision for land use planning in the Lockhart Shire, outlining how growth and change will be managed to maintain the high levels of environmental amenity, liveability and landscape quality that characterises the LGA. It identifies the special characteristics that contribute to the local identity of the towns and villages within the Shire and recognises the shared community values to be maintained and enhanced.

This Statement identifies 8 Planning Priorities to achieve the Council's vision for the Shire, along with actions and the means for monitoring and reporting on the delivery of these actions.

The Statement is consistent with the NSW Government's strategies and directions for land use planning contained in the Riverina Murray Regional Plan 2036, released by the NSW Department of Planning and Environment in 2017 and is aligned with Council's Community Strategic Plan.

Integrated Planning & Reporting Reference

D2: Our planning and development controls work to attract new residents and investment.

Legislative Policy and Planning Implications

Clause 3.9 of the Environmental Planning & Assessment Act 1979 requires each NSW Council to prepare and make a local strategic planning statement and review the statement at least every seven years.

Budget and Financial Aspects

There are no immediate or adverse financial implications resulting from the development and subsequent implementation of the LSPS.

The LSPS does commit Council to the investigation, creation and delivery of the 'Priorities' via identified actions that are contained within the report. The financing of such actions is proposed to be through funding opportunities and via general revenue income.

Attachment

Draft Lockhart Shire Local Strategic Planning Statement provided under separate cover.

Recommendation: That Council:

- a. Note the report on the Draft Lockhart Shire Local Strategic Planning Statement (LSPS); and
- b. Endorse the public exhibition of the Plan for a period of 28 days.

Notes:

4. VARIATION TO DEVELOPMENT CONTROL PLAN DA37/20 (MES/P25-010)

Executive Summary

Council has received an application for development involving the construction of a new colorbond shed at 33 Urana Street, The Rock NSW. The proposed development is not consistent with the Lockhart Development Control Plan 2016 and therefore presented for Council's consideration.

Background Information

To ensure that development positively responds to the character of the Shire's village areas, the Lockhart Shire Development Control Plan 2016 (DCP) sets in place development restrictions on development in residential and village areas, including building heights. Noting this, Council has received a development application for a new detached shed at a residential allotment within The Rock.

As part of this application, the developer proposes a shed wall height of 3.5 metres to the gutter (0.4 metres higher than what the DCP permits), with an overall shed height that only slightly exceeds the 4.5m restriction of the DCP. A written statement from the applicant confirms that the increased shed height will allow for storage of a caravan (among other things). The shed is proposed to be set back in the rear yard, only 1m from the rear access lane, 14m from the eastern boundary and 8m from the western boundary of the property, which is vacant land.

In determining this request Council needs to consider several variables which may influence the development.

Streetscape

The site of development is predominantly residential, and with frontage to Urana Street. Being in the rear yard, the proposed building matches other sheds in the vicinity. The land is also serviced by rear lane access, to which the applicant intends to make full use by providing vehicular access into the proposed building. The Urana Street road reserve is wide and open, and there is ample screening from street trees and established gardens.

Precedence

There are no sheds within the immediate vicinity of the dwelling house that have been approved for construction beyond the building height restrictions of the DCP.

Objectives of the control requirements

Despite the much taller walls, the proposed shed maintains a low-pitched roof design, and therefore measures only 0.075m higher than what the DCP permits overall. The building will be of a low-reflective, pre-finished material which is consistent is design with all other shed buildings in the locality. Once, constructed, noise issues are unlikely as the building is for storage, and existing services remain unaffected.

Aside from the building height restriction, a comprehensive assessment of the development application has not revealed any other issues that may appear problematic with respect to the natural or built environments.

Integrated Planning and Reporting Reference

D2: Our planning and development controls work to attract new residents and investment.

Legislative Policy and Planning Implications

The development as proposed requires a variation to Council's Development Control Plan 2016.

In accordance with Sec 4.15 of the Environmental Planning and Assessment Act 1979, Council is to consider, as with all development applications, the likely impacts of that development, and the suitability of the site for the development.

Budget and Financial Aspects

Nil.

Attachment

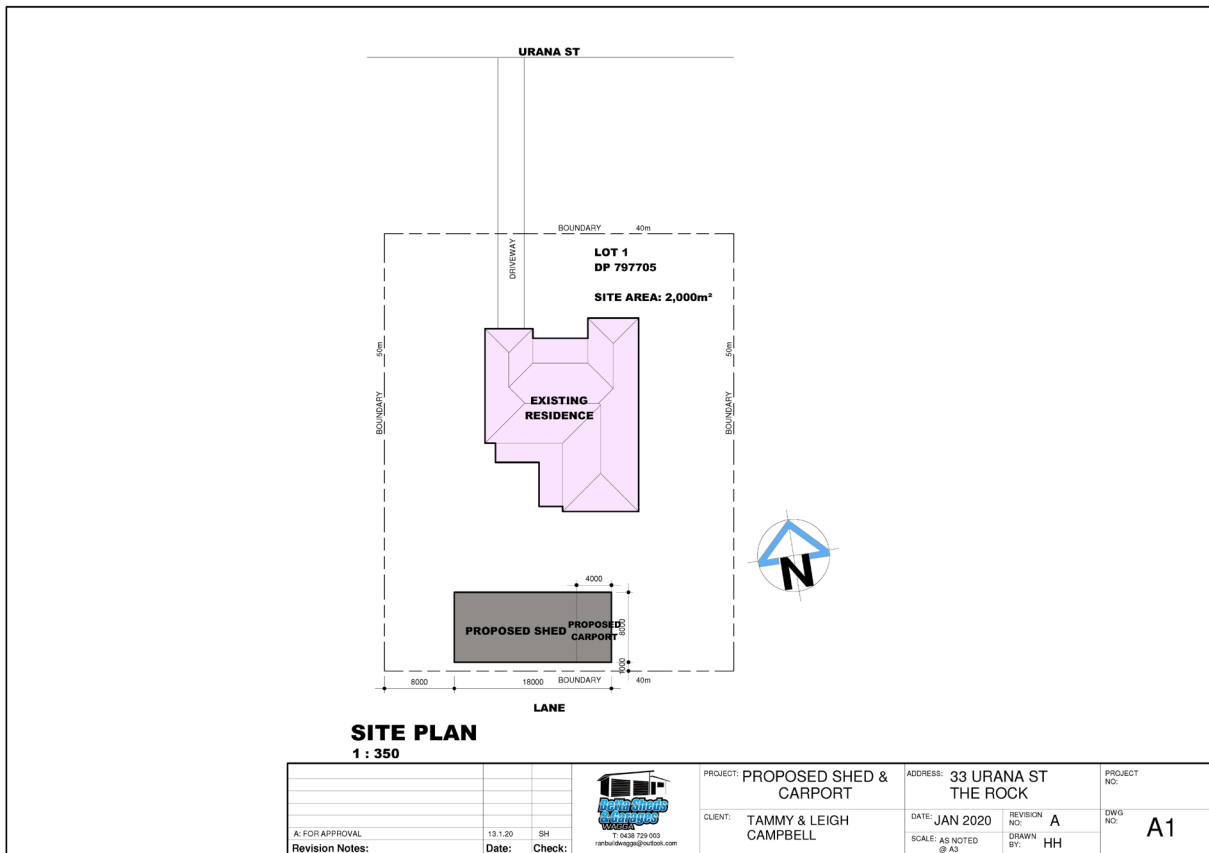
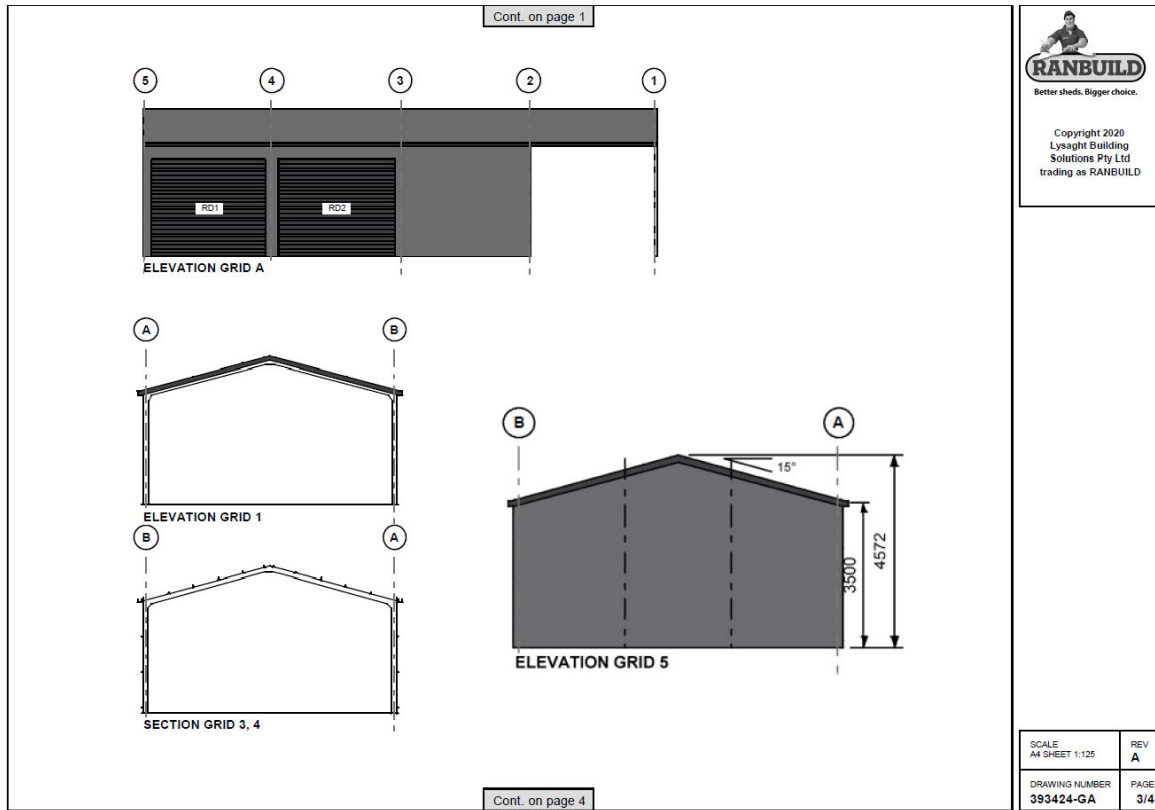
- Elevation and site plans
- Application for variation from applicant

Recommendation:

That Council grant consent for a variation to the Lockhart DCP, thereby permitting an increased building height for a proposed new shed at 33 Urana Street, The Rock.

Notes:

Attachment 1 – Elevation and Site Plans



Attachment 2 – Application for Variation by Applicant



E-mail: shaun@bettashedswagga.com.au

ABN: 41830617512

License No. 192905c

5c Dobney Ave

Wagga Wagga

0438 729 003

Date: 03/02/2020

Request to modify DCP

Subject property, 33 Urana St, The Rock

The proposed new colour bond shed is non-compliant specified in the DCP for a maximum 4.5m height of a shed and maximum 3.1 height at the gutter.

The DCP designs for maximum height for a shed is based on tall structures having potential shadowing/shading issues on neighbouring properties.

The proposed gutter height of the shed is 3.5, to provide access to store an off-road caravan under the carport

The proposed maximum height of the shed is 4.6m. the height is required as the owner is a historic car enthusiast and requires the height to have a vehicle hoist inside the shed for restoration and maintenance purposes.

Conclusion

The shed is located centrally along the rear boundary of the block, with a minimum of 8.0m from the nearest side boundary, causing no shading issues on neighbouring land. It is also on the south side of the lane projecting a shadow only to the centre of the laneway during the winter months. Therefore, we see that the proposed new shed will have no impact on the adjoining properties.

5. DEVELOPMENT APPLICATION DA29/20 – RENEWABLE ENERGY PROJECT (MES/P25-010)

Executive Summary

Council have received an application for development to construct and operate a 10-megawatt solar farm and 25-megawatt hour battery storage facility.

Background Information

On 9 December 2019, development application 29/20 was lodged with Council seeking development consent to construct and operate a 10-megawatt solar farm and 25-megawatt hour battery storage facility.

Located less than 1 kilometre north of the township of Lockhart NSW, it is proposed there will be 28,000 solar photovoltaic panels installed, in addition to 4 containerised inverters and 6 containers of batteries, with transmission lines connecting to the adjacent electrical substation. The site is zoned RU1 Primary Production, and currently cleared for agriculture purposes – predominantly cropping.

The proposal was placed on public exhibition from 18 December 2019 to 24 January 2020 in accordance with the Lockhart Shire Council Community Participation Plan. Two submissions were received during the notification period, raising concerns about the proximity of the site entry to existing residential developments, and the quality and adequacy of content detailed in the Statement of Environmental Effects which was lodged as part of the application.

Under the State Environmental Planning Policy (State and Regional Development) 2011 the proposal is classified as regionally significant development being 'private infrastructure and community facilities' with a capital investment over \$5 million. Consequently, the development application needs to be determined by a Joint Regional Planning Panel.

Council's Manager Environmental Services has undertaken an assessment of the application against the relevant matters in Section 4.15 (1) of the Environmental Planning and Assessment Act 1979, and a report has been prepared for consideration by the Southern Regional Planning Panel.

Integrated Planning and Reporting Reference

D2: Our planning and development controls work to attract new residents and investment.

Legislative Policy and Planning Implications

In accordance with Sec 4.15 of the Environmental Planning and Assessment Act 1979, the consent authority must consider the likely impacts of that development, and the suitability of the site for the development.

Under the State Environmental Planning Policy (State and Regional Development) 2011 the proposal is classified as regionally significant development being 'private infrastructure and community facilities' with a capital investment over \$5 million. Consequently, the development application needs to be determined by a Joint Regional Planning Panel.

Budget and Financial Aspects

Nil.

Attachment

Nil.

Recommendation

That the information be noted.

Notes:

STRATEGIC DIRECTION D: Infrastructure for the Long-Term Needs of the Community

6. ENGINEERING AND ENVIRONMENTAL SERVICES REPORT

(DEES/T10-005)

Executive Summary

Monthly report on engineering and environmental services matters.

Background Information

a) **Works:**

Urana Road (MR 59): Approximately 9 kilometres of Urana Road shoulder widening works completed to date. Also completed table drains and batters.

Flood Detour Road: Culverts have been installed. Base and sub-base as well as drainage works mostly completed.

Western Road (R2R): Sealing of Western Road has been completed with batters and signage installed in February 2020.

Henty-Pleasant Hills Road (R2R): Commenced rehabilitation works with seal completed in February 2020.

The Rock-Mangoplah Road: To commence rehabilitation work in early March.

Urana Road and Narrandera Road: To commence once Transport for NSW have approved designs.

HVSPP culvert upgrades: Culverts installed at Flood Detour Road and culverts ordered and delivered at Grubben Road, The Rock-Bullenbong Road and The Rock-Lockhart Road.

Grading and minor gravelling of unsealed roads: Continuing in accordance with the 12-month programme.

An updated 12-month programme will be presented at the meeting.

b) **Major Projects:** Council is currently undertaking a number of major projects and the status of each of these is as follows:

Demolition of Voluntary Purchase Properties: Council has been successful with its grant application to continue the Voluntary Purchase of properties in Lockhart for the next three years, commencing 1 July 2019. Council has secured another property and have signed contracts for the purchase and settlement has been completed. A contractor has been appointed & demolition work will be starting the first week of March.

Flood Mitigation Construction-Lockhart: Council has been successful with the grant application for Stage 2 flood mitigation works in Lockhart, being the drainage system east of the Industrial Park. Council has engaged Mitchell Constructions (NSW) P/L to undertake the project, who has now completed the main drain component of the project, the installation of the new culverts on the Albury Road and the new culverts on The Rock-Lockhart Road. Work has commenced on the rail culverts & the works are expected to be completed by 16 March 2020.

Flood Detour Road Rail Culvert Construction-Lockhart: Work has commenced on the rail culverts & the works are expected to be completed by 16 March 2020.

Flood Mitigation Construction-The Rock: Council has been notified that the grant application has been approved for Stage 2 flood mitigation works at The Rock, being the drainage works along Nicholas, Yerong and Urana Streets. The works have been tendered. Tenders closed and preliminary assessment has been completed for consideration by Council.

c) **Road Safety:**

Road Safety Audits: The Road Safety Officer is continuing with the safety audit of roads within the Shire. The audit will form the basis of Council's Strategic Road Safety Plan and will be used for grant applications in the future.

RYDA young driver program 25 February 2020 (Leeton): Over 100 students attended with 8 from Lockhart.

Road User Safety Network meeting was held on 10 & 11 March in Wagga Wagga.

Lockhart Shire Council outdoor *staff training day* scheduled for 20 March 2020 with the Road Safety Officer presenting on safe driving practices.

Road Safety Summit meeting: The Traffic Safety Officer will attend the meeting in Sydney on 23 March 2020 to discuss current campaigns and whether they have the desired impact.

Active Transport Submissions: Closed 21 February 2020. Lockhart Shire Council submitted several shared path linkages for funding.

d) **Traffic Committee:**

The Traffic Management Plan for ANZAC Day and commemorations at The Rock approved.

The Local Traffic Committee recommends that due to the reduced sight distance from large trees and the crest to the south of the intersection on Western Road a Stop Sign Ahead, STOP signs and supplemented pavement markings be installed to replace the GIVEWAY and faded Giveaway Sign Ahead signs.

Council has received a request from a local bus operator to install a SCHOOL BUS warning sign on Osbourne Yerong Road YERONG CREEK at the property entrance named “Grubben”. The bus operator picks up 3 school age children at this rural property address. The Local Traffic Committee recommends that a W6-209N SCHOOL BUS warning sign be installed approximately 300m before the driveway.

e) **Lockhart Local Emergency Management Committee:** A LEMC meeting was held on 21 February 2020.

f) **Fleet:** Orders have been placed for all plant and fleet in accordance with the adopted 2019/20 budget. The remaining plant and fleet (bobcat and light vehicle) are due to be delivered in early 2020.

g) **Biosecurity and Environment:**

Property Inspections: Inspections were carried out on residential, rural and commercial properties, which were selected due a change in ownership or, known past weed infestations. The weeds most commonly found were Privet (*Ligustrum* sp.), African boxthorn (*Lycium ferocissimum*), Bathurst burr (*Xanthium spinosum*), Coolatai grass (*Hyparrhenia hirta*), Green cestrum (*Cestrum parqui*), Horehound (*Marrubium vulgare*), Silverleaf nightshade (*Solanum elaeagnifolium*), and Willow (*Salix* sp.).

No. 1 st Inspections	No. Re-inspections required	No.2 nd Inspections	No. Biosecurity Undertakings Accepted	No. Biosecurity Directions Issued	No.3 rd Inspections	No.4 th Inspections
10	5	0	0	0	0	0

Control Program: Priority has been given to the control of Bathurst burrs (*Xanthium spinosum*), Feathertop Rhodes grass (*Chloris virgata*), Silverleaf nightshade (*Solanum elaeagnifolium*), St John’s wort (*Hypericum perforatum*), and Spiny burrgrass (*Cenchrus spinifex*) on roadside reserves.

drumMUSTER: The March drumMUSTER collection events have been scheduled to occur at Lockhart on Tuesday, 10 March, managed by St Joseph’s School, and at The Rock on Thursday, 12 March, managed by The Rock Men’s Shed.

Common White Snail Baiting Program: Snail baiting application occurred on Fairview Lane on 4 February.

Autumn Fox Baiting Program: Fox baiting is scheduled to commence on 16 March on the Galore Hill Scenic Reserve and Kincaid's Reserve. Replacements of baits will continue through until mid-April.

h) **Parks and Gardens:**

Swimming Pools: The Rock Pool hosted another successful Australia Day Celebration with almost 300 people through the gate on the day. Both pools had attendances of around 3,000 patrons for January. February figures have dropped off with the temperatures. With mid 30's feeling much cooler than the 40 pluses of January and December and with kids heading back to school numbers have reduced but are still around the historical average for February.

Inclusive Playground, The Rock Recreation Ground: Playground equipment, rubber softfall and water fountain have been installed. The shelter extension for the BBQ and footpaths are underway. Landscaping, irrigation and installation of furniture has also commenced.

Mowing and Slashing: The autumn mowing schedule has commenced. Lockhart entrances have been a priority leading up to the annual truck show at the showground. Irrigated areas have had good growth in February due to some decent showers of rain with some areas requiring extra mowing to be scheduled. The fortnightly mowing schedule should continue until the onset of cooler temperatures toward the end of autumn.

Weed Control (Townships): Khaki and Cathead are being chipped and sprayed in known problem areas; recent rain has renewed growth and many areas will require follow up treatment. Any assistance from residents in the form of reporting infestations to controlling outbreaks adjacent to their properties is appreciated. Regular spraying and weeding of urban areas will continue throughout March.

Trees: Regular watering of street trees planted in the last two years has been scheduled throughout summer and will continue until trees enter dormancy.

i) **Development Applications:** The following development applications were approved, with conditions, from 1 January 2020 to 29 February 2020.

DA No	Development	Applicant	Site of Development
23/20	Erection of a tourism sign	Lockhart Showground and Racecourse Management Committee	Showground, Treasure Street, Lockhart
27/20	Movable dwelling (second hand)	Anthony Clancy	26 Osborne St, Lockhart
30/20	New detached single dwelling	Nathan McPherson	Lockhart Kywong Rd, Lockhart
31/20	Fire damage repair	Lockhart Shire Council	Unit 6, 186 Green St, Lockhart
32/20	Detached shed & shade sail	Dorothy Creek	7 Bond St, Lockhart
33/20	New detached shed	Scott Martin	2 Hill St, The Rock
34/20	Demolition of dwelling & ancillary buildings	Lockhart Shire Council	69 Urana St, Lockhart
35/20	Shipping Container	Edwina O'Brien	26 Carson Rd, The Rock
36/20	Moveable dwelling (second hand)	Keith Burn	57-59 Federal St, Lockhart

j) **Other:** The Rock Triathlon and Tolland Cycle Club events were held on 23 February 2020. Lockhart Shire Council provided a gravel access in consultation with the triathlon organisers.

Legislative Policy and Planning Implications

Applications are processed under the provisions of the *Environmental Planning & Assessment Act 1979*.

Weed inspections and associated activities are carried out in accordance the *Biosecurity Act 2015* and associated regulations.

Integrated Planning and Reporting Reference

C2: Flora and Fauna are protected across the Shire.

D1: Our assets and infrastructure are well planned and managed to meet the needs of the community now and into the future.

D2: Our Planning and development controls work to attract new residents and investment.

Budget and Financial Aspects

Will be conducted within Council's allocated budget.

Attachment

Works Programme (to be handed out separately at the meeting).

Recommendation: That the information provided in the Engineering & Environmental Services report be noted.

Notes:

7. MAGNOLIA LODGE – FOOTPATH CONSTRUCTION

(DCCS/C80-010)

Executive Summary

Council has been advised there are damaged pathways surrounding Magnolia Lodge and it has been requested the pathways be repaired in the interest of safety to the residences and public.

Report

Council has inspected the reported cracks and damage in some of the pathways surrounding Magnolia Lodge. It has been deemed that some pathways need repairing.

Quotes have been obtained to repair and replace the cracked and unsafe pathways surrounding Magnolia Lodge.

The cost to repair and replace pathways and associated works is estimated to cost \$13,000. As this is out of the scope of the annual repairs and maintenance budget allocation, Council is seeking for these repairs to be funded from Council's internally restricted Building Reserve.

There is a general Building Reserve for all Council's buildings. It should also be noted that the \$5,000 in-coming contribution new residents to Magnolia are required to pay is transferred into this Building Reserve.

Integrated Planning and Reporting Reference

A3: Continue to support, advocate, and plan for high quality services and accommodation for our aged population.

D1: Our assets and infrastructure are well planned and managed to meet the needs of the community now and into the future.

Legislative Policy & Planning Implications

Nil.

Budget & Financial Aspects

Expected to cost approximately \$13,000 to be funded from Council's internally restricted Building Reserve.

Attachments

Nil

Recommendation: That Council approve the repair and replacement of damaged paths at Magnolia Lodge, to be funded by a \$13,000 transfer from Council's internally restricted Building Reserve.

Notes:

STRATEGIC DIRECTION E: Strong Leadership and Governance

8. INVESTMENT AND BANK BALANCES REPORT – 31 JANUARY 2020 AND 29 FEBRUARY 2020 (DCCS/F10-010)

Executive Summary

The purpose of this report is to inform Council of the funds that have been invested and bank account balances.

Report

It is required under Clause 212 of the Local Government (General) Regulations 2005 and Section 625 of the Local Government Act 1993 to provide the Council with a written report each month detailing all money that Council has invested.

Cash at Bank

Opening Combined Cashbook Balance 258,696.76
Add: Total Receipts

Rates	43,395.58
Debtors	36,094.65
Interest	21,568.04
Return of Investment	1,000,000.00
Macquarie DEFT Transfer	50,000.00
BAS Refund December	46,820.95
Miscellaneous	34,267.59
Stronger Communities - Milbrulong Project	9,110.00
Lockhart Mitigation Stage 2	360,077.79
Lockhart Organics Processing Facility	66,200.00

1,667,534.60

Less: Total Payments

800,731.04

New Investments

1490-3015-0001

0.00

Closing Combined Cashbook Balance

1,125,500.32

Closing Bank Statement Balance

Bendigo Bank 1,019,254.94

Macquarie Bank 24,742.36

Bendigo Bank-Prichard Trust 31,669.92

1,075,667.22

Add: Outstanding Deposits

10,449.72

1,086,116.94

Less: Outstanding Cheques

10,616.62

Closing Combined Cashbook Balance

1,075,500.32

Investments:	Interest Rate per Annum	Amount Invested	% of Total
AMP RIM	1.90	250,000.00	5.56
AMP/RIM	1.75	500,000.00	11.11
AMP/RIM	1.75	500,000.00	11.11
Bankwest	1.45	400,000.00	8.89
Bendigo	1.55	400,000.00	8.89
BENDIGO	1.55	250,000.00	5.56
BENDIGO	1.55	500,000.00	11.11
NAB	1.60	500,000.00	11.11
NAB	1.72	500,000.00	11.11
NAB	1.72	500,000.00	11.11
T Corp	at call	200,000.00	4.44
		<u>4,500,000.00</u>	100.00

General Ledger Balances as at Month End

FUND	AMOUNT
General (PTD)	1490-3000-0000 863,338.31
Combined Sewerage	8490-3000-0000 180,492.09
Trust Fund	9991-3000-0000 31,669.92
	<u>1,075,500.32</u> <u>1,075,500.32</u>

TOTAL FUNDS HELD ARE:

5,575,500.32

Lockhart Shire Council
Ordinary Meeting – 16 March 2020

<u>Cash at Bank</u>			
Opening Combined Cashbook Balance			1,075,500.32
Add: Total Receipts			
	Rates	492,076.73	
	Debtors	27,016.99	
	Miscellaneous	45,834.88	
	3rd Qtr Financial Assistance Grant	445,884.00	
	Restart NSW Upgrade	468,699.00	
	FM-0038 Flood Mitigation	97,427.74	
	Block Grant	543,000.00	
	Stage 3 BET Lockhart Project	200,000.00	
	Riverina WAP 19-20	55,193.78	
			2,375,133.12
Less: Total Payments			2,444,897.88
	New Investments	1490-3015-0001	
Closing Combined Cashbook Balance			<u>1,005,735.56</u>
Closing Bank Statement Balance	Bendigo Bank		516,937.72
	Macquarie Bank		346,475.17
	Bendigo Bank-Prichard Trust		31,672.60
			895,085.49
Add: Outstanding Deposits			117,244.28
			1,012,329.77
Less: Outstanding Cheques			6,594.21
Closing Combined Cashbook Balance			<u>1,005,735.56</u>

Investments:	Interest Rate per Annum	Amount Invested	% of Total
AMP RIM	1.90	250,000.00	4.46
AMP RIM	1.75	500,000.00	8.93
AMP/RIM	1.75	500,000.00	8.93
AMP/RIM	1.75	500,000.00	8.93
Bankwest	1.45	400,000.00	7.14
Bendgio	at call	50,000.00	0.89
Bendigo	1.55	400,000.00	7.14
BENDIGO	1.55	250,000.00	4.46
BENDIGO	1.55	500,000.00	8.93
Bendigo	at call	50,000.00	0.89
CBT	1.43	500,000.00	8.93
NAB	1.72	500,000.00	8.93
NAB	1.72	500,000.00	8.93
NAB	1.60	500,000.00	8.93
T Corp	at call	200,000.00	3.57
		5,600,000.00	

General Ledger Balances as at Month End

FUND		AMOUNT
General (PTD)	1490-3000-0000	789,958.79
Combined Sewerage	8490-3000-0000	184,104.17
Trust Fund	9991-3000-0000	31,672.60
		<u>1,005,735.56</u>
		<u>1,005,735.56</u>

TOTAL FUNDS HELD ARE:

6,605,735.56

Integrated Planning and Reporting Reference

E1 : Council is strong, sustainable and able to stand alone.

: Plan for the long-term sustainability of the Shire.

: Meet all governance and regulatory requirements in the conduct of Council operations.

Legislative Policy and Planning Implications

Local Government Act 1993 Section 625 Investments.

Government (General) Regulations Clause 212.

Budget and Financial Aspects – January 2020

Council's 2019/20 Operational Budget has forecast a total of \$165,000 income from interest on investments, being split between General Fund of \$145,000 and Sewer Fund of \$20,000. For the period of July 2019 to Jan 2020, the average end of month balance of funds invested has been \$6.20 million and the average return on invested funds has been 1.78%. Council's budgeted income on investments was adjusted down to a total of \$135,000 for the December 2019 Quarterly budget review.

Budget and Financial Aspects – February 2020

Council's 2019/20 Operational Budget has forecast a total of \$165,000 income from interest on investments, being split between General Fund of \$145,000 and Sewer Fund of \$20,000. For the period of July 2019 to Feb 2020, the average end of month balance of funds invested has been

\$6.125 million and the average return on invested funds has been 1.76%. Council's budgeted income on investments was adjusted down to a total of \$135,000 for the December 2019 Quarterly budget review.

Responsible Accounting Officer Statement

I, Craig Fletcher, hereby certify that all investments listed in this report have been made in accordance with Section 625 of the Local Government Act 1993, Clause 212 of Local Government (General) Regulations and Council's Investment Policy. The Internal and External Reserve amounts and Unrestricted Funds are estimate valued only, they are subject to change and review in part with the audit of Council's Financial Statements and each Quarterly Budget Review.

Recommendation:

- a) That the January 2020 Investment and Bank Balances Report be received and noted.
- b) That the February 2020 Investment and Bank Balances Report be received and noted.
- c) That the Responsible Accounting Officer Statement be noted, and the report be adopted.

Notes:

9. POLICY 1.24 GIFTS AND BENEFITS POLICY

(GM/C70-025)

Executive Summary

A Gifts and Benefits Policy has been developed and is tabled for Council's consideration.

Report

A Gifts and Benefits Policy has been developed and is tabled for Council's consideration following recent discussions with Council's external auditors, Crowe, on contract to the Audit Office of NSW (AONSW) and the issue of the annual Audit Management Letter by the AONSW.

It is a standard practice for auditors to raise matters that the auditor believes should be addressed or to highlight improvements that can be made in relation to internal processes and procedures and risk mitigation. Often these matters are not considered significant enough to include in the final Audit Report but are nevertheless considered important enough to draw to management's attention in the form of a Management Letter.

Council does not currently have a separate policy dealing with the issue of gifts and benefits. However the Model Code of Conduct issued by the Office of Local Government contains provisions relating to gifts and benefits and Council has formally adopted the Model Code in accordance with Policy 1.4 Code of Conduct.

The AONSW has recommended that the Gifts and Benefits Register be reviewed by the Audit Risk and Improvement Committee and that Council formalise its policies surrounding potential reward programs such as credit card points and frequent flyer points.

The matters raised by the AONSW are not covered in the Gifts and Benefits section of the Code of Conduct and therefore a dedicated Gifts and Benefits Policy has been developed. The new policy reflects the existing provisions of the Code of Conduct and includes additional matters, including those that are the subject of the AONSW recommendations. A copy of the new policy is attached.

Integrated Planning and Reporting Reference

- E1: Meet all governance and regulatory requirements in the conduct of Council operations.
E1: Minimise Council's exposure to risk and promote a strong risk management culture within Council.

Legislative Policy & Planning Implications

A Gifts and Benefits Policy is an essential element of a robust governance and fraud control framework.

Budget & Financial Aspects

Nil.

Attachments

Policy 1.24 Gifts and Benefits Policy

Recommendation: That Policy 1.24 Gifts and Benefits Policy, as presented, be adopted.

Notes:

Attachment 1. – Policy 1.24 Gifts and Benefits Policy

Policy 1.24 BRIBES, GIFTS AND BENEFITS

POLICY TITLE: GIFTS AND BENEFITS POLICY

FILE REF: I05-005

EXPIRY DATE: MARCH 2023.

POLICY OBJECTIVE

- 1) Lockhart Shire Council understands the need for its business to be conducted in a fair, ethical and honest manner. The aim of this policy is to ensure council officials are informed on Council's position and expectations in relation to offers of gifts, bribes or personal benefits.
- 2) The acceptance of gifts and benefits is a problem for many public officials. Deciding where to draw the line between the proper and improper acceptance of gifts and benefits can be difficult. This policy has been produced to guide Councillors and staff who may be offered gifts, benefits or bribes in the course of their official duties.

POLICY STATEMENT

A Councillor or member of staff must:

- 1) Not seek or accept a bribe, or other improper inducement.
- 2) Not take advantage of his or her official position to improperly influence other councillors or members of staff in the performance of their public or professional duties for the purpose of securing a private benefit for himself or herself or for some other person.
- 3) Generally, not by virtue of his or her official position accept or acquire a personal profit or advantage of a pecuniary value. However, they may:
 - a) Accept a nominal value (low value) gift or benefit.
 - b) Accept a more than nominal value (high value) gift or benefit in special circumstances, e.g. a situation where it would be rude or inappropriate do to so, the gift or benefit must be reported to the General Manager or the Mayor (in the case of councillors) as soon as practicable after the event.

BRIBES

- 1) Bribes should never be accepted. A person offered a bribe should refuse it and report the incident as soon as possible to their supervisor, General Manager or the Mayor (in the case of Councillors). Council will take steps to report the matter to ICAC and the police immediately.
- 2) Councillors, Staff and Delegates must not offer or seek a bribe.
- 3) Receiving a bribe is an offence under both the common law and NSW legislation. The common law offence of bribery is defined as receiving or offering any undue reward by, or to, any person in public office in order to influence his or her behaviour in that office, and to incline that person to act contrary to the known rules of honesty and integrity.
- 4) Section 249B(1) of the Crimes Act 1900 (NSW) creates an offence if any employee corruptly receives or solicits (or corruptly agrees to receive or solicit) from another person any benefit as an inducement to do, or not do, something in relation to their official duties. Similarly, it is an offence for an employee to corruptly receive or solicit (or corruptly agree to receive or solicit) any benefit that would in any way tend to influence that employee to show favour or disfavour to any person in relation to their official duties.
- 5) Section 249J of the Crimes Act also provides that custom is not a defence to the receiving, soliciting, giving or offering of any benefit. This means that a person cannot rely on the fact that it is customary to offer and receive gifts and benefits in his or her trade, business, profession or calling, as a defence.

GIFTS AND BENEFITS

1. In a private context, gifts are usually unsolicited and meant to convey a feeling on behalf of the giver, such as gratitude. There is ordinarily no expectation of repayment. Gifts given in a private context are not the focus of this policy.
2. Gifts are also offered to individuals in the course of business relationships. Such gifts are usually given for commercial purposes; for example, to create a feeling of obligation in the receiver.
3. It is Council's preferred position that:
 - a) Gifts and benefits not be offered to Councillors, staff and delegates.
 - b) Gifts and benefits are not to be solicited.
 - c) Gifts and benefits should be actively discouraged by Councillors, staff and delegates.
 - d) People doing business with Council should understand that they do not need to give gifts or benefits to Councillors or staff to get high quality service.
4. Gifts and benefits fall into two categories, those that are more than token value and those of token value.
5. Councillors and staff must not accept any gift or benefit that may create a sense of obligation on your part, or may be perceived to be intended or likely to influence you in carrying out your public duty

Gifts of Token Value

1. Gifts below token value may be accepted if they do not create a sense of obligation on your part, or are not perceived to be intended to, or likely to influence you in carrying out your public duty.
2. For the purposes of this policy "token value" is described as goods and/or services which have nominal value (i.e. less than \$50.00).
3. Generally speaking, token gifts and benefits may include:
 - a) Gifts of single bottles of reasonably priced alcohol to individual Council officials at end of year functions, public occasions or in recognition of work done (such as providing a lecture/training session/address).
 - b) Free or subsidised meals, of a modest nature, and/or beverages provided infrequently (and/or reciprocally) that have been arranged primarily for, or in connection with, the discussion of official business.
 - c) Free meals, of a modest nature, and/or beverages provided to Council officials who formally represent Council at work related events such as training, education sessions and workshops.
 - d) Refreshments of a modest nature, provided at conferences where you are a speaker.
 - e) Ties, scarves, coasters, tie pins, diaries, chocolates, flowers and small amounts of beverages.
 - f) Invitations to appropriate out of hours "cocktail parties" or social functions organized by groups, such as, Council Committees and community organisations.
4. Token value gifts and benefits may only be accepted if the gift is not likely to be seen as compromising Councillors or employees.

Gifts of more than Token Value

- 1) More than token gifts and benefits are those with a value of more than \$50.
- 2) You must never accept an offer of money, regardless of the amount.
- 3) Generally speaking, more than token value gifts and benefits may include:
 - a) Tickets to major sporting events.
 - b) Corporate hospitality at a corporate facility at a sporting venue.
 - c) Discounted products for personal use.
 - d) The frequent use of facilities such as gyms.

- e) Use of holiday homes.
 - f) Free or discounted travel.
 - g) Goods and items donated to Council and employee functions.
- 4) You must avoid situations in which the appearance may be created that any person or body, through the provision of hospitality or benefits of any kind, is securing or attempting to influence or secure a favour from you or the Council.
- 5) You must take all reasonable steps to ensure that your immediate family members do not receive gifts or benefits that could appear to an impartial observer to be an attempt to influence or secure a favour. Immediate family members ordinarily include parents, spouses, children and siblings.

GIFTS AND BENEFITS REGISTER

- 1) Council will maintain a Gifts and Benefits Register for the purposes of the Code of Conduct and this Policy.
- 2) Where a gift or benefit of more than token value is received in circumstances where it cannot reasonably be refused or returned, the details of the gift must be disclosed to your supervisor, General Manager or the Mayor (in the case of councillors) and recorded in the Gifts and Benefits Register held by Council. The gift or benefit must be surrendered to the Council, unless the nature of the gift or benefit makes this impractical.
- 3) At a minimum, the following details are recorded in the Council's gift register:
- a) The nature of the gift or benefit.
 - b) The estimated monetary value of the gift or benefit.
 - c) The name of the person who provided the gift or benefit, and
 - d) The date on which the gift or benefit was received.
- 4) The Gifts and Benefits Register will be tabled at a meeting of the Audit, Risk and Improvement Committee on an annual basis.
- 5) Gifts and benefits that do not have to be recorded in the Gifts and Benefits Register include:
- a) A political donation for the purposes of the *Electoral Funding Act 2018*.
 - b) A gift provided to the council as part of a cultural exchange or sister-city relationship that is not converted for the personal use or enjoyment of any individual council official or someone personally associated with them.
 - c) Attendance by a council official at a work-related event or function for the purposes of performing their official duties, or
 - d) Free or subsidised meals, beverages or refreshments of token value provided to council officials in conjunction with the performance of their official duties such as, but not limited to:
 - i. The discussion of official business
 - ii. Work-related events such as:
 - I. Council-sponsored or community events, training, education sessions or workshops.
 - II. Conferences.
 - III. Council functions or events.
 - IV. Social functions organised by groups, such as council committees and community organisations.

REWARD PROGRAMS AND LOYALTY SCHEMES

Credit Cards

- 1) Reward points accruing on Council credit cards may only be used (redeemed) for Council purposes. Councillors and staff must not personally benefit from reward points accruing on Council credit cards.

Travel and Accommodation

- 1) All travel and accommodation must be booked using a Council purchase order or Council credit card.

- 2) Councillors and staff who are members of an airline club e.g. frequent flyer, Qantas Club etc. may accept the benefits of membership other than the accrual of reward points e.g. access to airport lounges. However in choosing an airline for travel the most cost effective logical fare of the day (i.e. the lowest fare available meeting the traveller's logistical needs) needs to be used for all domestic flights i.e. the traveller can only specify destination, date and preferred time. Program membership cannot influence airline choice.
- 3) Councillors and staff who are members of a hotel chain may accept the benefits of membership other than the accrual of reward points e.g. room upgrade, late checkout etc. The choice of venue should be based on the most cost effective option meeting the traveller's logistical needs including venue location. Program membership cannot influence accommodation choice.

Other Rewards

- 1) You must not:
 - a) Participate in competitions for prizes where eligibility is based on the Council being in or entering into a customer–supplier relationship with the competition organiser.
 - b) Personally benefit from reward points programs when purchasing on behalf of the Council.
- 2) Any other rewards, prizes or other benefits received as a result of a Council business transaction, from competitions, promotions or other programs available to the general public, remain the property of the Council.

REFERENCE DOCUMENTS

This Policy should be read in conjunction with the following Council documents:

1. Policy 1.4 Code of Conduct
2. Policy 1.6 Statement of Business Ethics
3. Policy 1.7 Fraud Control Policy

*Adopted by Council 16 March 2020
Refer minute xx/20*

10. POLICY 1.12 DEBT RECOVERY PROCEDURES

(GM/C70-025)

Executive Summary

Council's Policy 1.12 Debt Recovery Procedures has been reviewed so as to ensure effective control over debts owed to Council.

Report

The Debt Recovery Procedures Policy enables recovery action if current rates are not paid by the due date and the outstanding amount is over \$600.00 unless arrangements have been made for payment by instalments.

The Policy also includes sundry debtors, which are all other amounts owing to Council for goods and services provided, other than those rates and charges incurred on a property's Rates Notice.

The existing Policy enables recovery action if sundry debtors are not paid by the due date and the outstanding amount is over \$300.00 unless arrangements have been made for payment by instalments.

With the introduction in recent times of the \$100.00 inspection fees for on-site sewer and pool inspections, to ensure Council has effective control over debts owed to Council, it is recommended the threshold to instigate recovery action for sundry debtors be reduced from \$300.00 to \$100.00.

A copy of the amended policy is attached and it is recommended that it be placed on public exhibition for a period of not less than 28 days and that any submissions received be considered by Council prior to adoption of the amended policy.

Integrated Planning and Reporting Reference

E1: Meet all governance and regulatory requirements in the conduct of Council's operation.

E1: Continue to enhance sound financial management policies and practices.

Legislative Policy & Planning Implications

In accordance with the Local Government Act 1993, authority for implementation of the Debt Recovery Procedures Policy is delegated by Council to the General Manager.

Budget & Financial Aspects

More effective and efficient management of Council's Sundry Debtors.

Attachments

Amended Policy 1.12 Debt Recovery Procedures

Recommendation: That Council place amended Policy 1.12 Debt Recovery Procedures on public exhibition for a period of not less than 28 days.

Notes:

Attachment 1. – Policy 1.12 Debt Recovery Procedures

1.12 Debt Recovery Procedures

POLICY TITLE: DEBT RECOVERY PROCEDURES

FILE REF: A15-010

REVIEW DATE: MARCH 2023

OBJECTIVES

1. Ensure effective control over debts owed to Council.
2. Be sympathetic and helpful to those ratepayers and other debtors suffering genuine financial hardship.
3. Fulfill the statutory requirements of the Local Government Act with respect to the recovery of rates and other debts.
4. Maximise cash flow.

POLICY STATEMENT

1. OUTSTANDING RATES

- 1.1 Recovery action shall be instituted if current rates are not paid by the due date and the outstanding amount is over \$600.00 unless arrangements have been made for payment by instalments either pursuant to Section 562 of the Local Government Act (the "Act") or by mutual agreement with Council's Officers when payment of rates would cause hardship.
- 1.2 Recovery action shall also be instituted for the recovery of outstanding rates, where one month after service of the rate notice there remains an amount outstanding from previous rating years and the ratepayer has not entered into a mutual agreement with Council's Officers as referred to in paragraph 1.1 to reduce the liability.
- 1.3 Recovery action may include letters, telephone calls, Reminder Notices or Notices of Demand, Summonses, Writs, Garnishee Orders, Section 569 Notices, Warrant of Apprehension, Notices to wind up a company and sale of land for overdue rates under Section 713 of the Act.

The process for the recovery of outstanding rates will consist of;

- i) An overdue notice from Council advising that the account is overdue and should be paid within seven days or legal action may be taken. The notice is to include an option to contact Council to make an arrangement in order to pay the account, should the ratepayer be experiencing difficulties meeting payments.

A similar notice is to be sent to pensioners. The notice will be termed a reminder notice and will carry appropriate terminology without referring to legal action at this stage. Refer to Policy Statement 3 for further information on recovery action for pensioners.
 - ii) Should the account not be paid within the fourteen days a letter is to be sent advising that legal action will commence unless the amount is paid within 7 days.
 - iii) Should the account not be paid within the seven days the account will be referred to one of Council's preferred Debt Collection Recovery Agencies or Council's Solicitors for Legal action to commence.
- 1.4 Ratepayers who because of hardship wish to enter into a mutual agreement with Council to pay rates by instalments, other than Section 562, shall supply to Council's Officers such information as is required by them to determine the matter.
 - 1.5 Where a ratepayer who has made arrangements to pay rates in instalments by mutual agreement with Council's Officers does not meet their full obligations under the agreement, the agreement is terminated and legal action shall be immediately instituted for the recovery of any outstanding rates.
 - 1.6 Any agreement entered into with a ratepayer for the payment of outstanding rates other than pursuant to Section 562 of the Act, shall endeavour to ensure that all rates outstanding are fully paid by 31st May of the rating year in which the agreement is entered into, and an agreement for payment of outstanding rates shall not extend beyond two years during which time all later levied rates shall be liquidated.

2. INTEREST CHARGES

- 2.1 Interest will be charged on overdue rates in accordance with Section 566 of the Act by the maximum allowable under the Act.
- 2.2 Extra charges may be written off in accordance with Section 567 of the Act by Council resolution or by delegation of authority to the General Manager.

3. REBATES/PENSIONERS

- 3.1 Eligible pensioners shall be required to pay the amounts of rates remaining following any statutory reduction in rates granted under the Act. Such amounts remaining may be paid by instalments pursuant to Section 562 of the Act.
- 3.2 Council's Officers shall take into account the limited income of eligible pensioners and may enter into a mutual agreement with them for the payment of rates by arrangement but within the rating years in which the rates were levied.
- 3.3 Where payment of rates is likely to cause extreme hardship to an eligible pensioner, the General Manager upon the recommendation of the Director of Corporate and Community Services may allow rates and interest charges to accrue against the property until the estate of the pensioner is settled.

Before allowing rates and interest charges to accrue against a property in accordance with paragraph 3.4, Council's Officers shall obtain from the ratepayer relevant financial and other details in order to determine that the payment of rates and interest charges would cause extreme hardship.

- 3.4 In relation to pensioners with outstanding debts, each case will be treated on its merits with a preference to deferring the debt given to the pensioner wherever possible.

4. SUNDRY DEBTORS

- 4.1 Monthly statements are to be forwarded to Sundry Debtors. Amounts outstanding for more than thirty days are to be regarded as overdue.
- 4.2 Where amounts are outstanding for more than thirty days credit or services may be stopped. Where it is not practicable to cease a service or credit, a letter (other than a statement) is to be forwarded to the debtor advising that legal action will commence should the debt not be finalised within fourteen days.
- 4.3 Where applicable recovery action is to be taken where amounts of \$100.00 or more are outstanding for more than sixty days. The account to be referred to one of Council's preferred Debt Collection Recovery Agencies or Council's Solicitors for Legal action to commence.
- 4.4 A monthly report on outstanding Sundry Debtor amounts to be provided to the Director Corporate and Community Services for review.

It be noted the use of external Debt Collection Agencies will only be utilised following Council's best internal efforts.

REFERENCE DOCUMENTS

This policy should be read in conjunction with the following documents:

- Policy 2.33 – Pensioner Concession.

*Confirmed by Council 16 March 2020
Refer minute xx/20*

Reviewed by General Manager in February 2017.

*Confirmed by Council 20 July 2009
Refer minute 246/09*

11. POLICY DEVELOPMENT AND REVIEW

(GM/C70-025)

Executive Summary

A number of policies are due to be reviewed in accordance with the three-year cycle referred to in *Policy No. 1.0 Policies – Procedure for Consideration and Adoption*. Policy No. 1.0 is itself scheduled for review.

Report

At its meeting held on 20 March 2017, Council endorsed a revised *Policy No. 1.0 Policies – Procedure for Consideration and Adoption* which set out a process for the systematic review of Council policies and the development of new policies.

Policy 1.0 provides that:

In order to ensure that policies remain relevant a program of ongoing review of policies not later than every three years will be developed and maintained.

Individual policies will be reviewed and amended in advance of the scheduled review date when circumstances warrant. This may be prompted by factors such as a change in legislation, a change in government policy or as a result of a need identified by the Council, management and staff or internal and external audit activities.

A number of policies have been reviewed several times within the three-year cycle in response to changes in legislation or recommendations made by Council's internal and external auditors e.g. Credit Card Policy and Procurement Policy.

However, several other policies are now due for review in accordance with the scheduled three-year cycle referred to in *Policy No. 1.0 Policies – Procedure for Consideration and Adoption*, including Policy No. 1.0 itself. The policies scheduled for review are:

- a) Policy 1.0 Policies – Procedure for Consideration and Adoption.
- b) Policy 1.6 Statement of Business Ethics
- c) Policy 3.12 Provision of Indoor Staff Uniform
- d) Policy 3.16 Drugs and Alcohol in the Workplace

Copies of the above Policies are attached.

No changes are proposed to Policy 1.0 Policies – Procedure for Consideration and Adoption and Policy 3.12 Provision of Indoor Staff Uniform.

Minor amendments have been made to Policy 1.6 Statement of Business Ethics to ensure that the references to the Council's Gifts and Benefits Register contained in the Policy are consistent with the Model Code of Conduct issued by the Office of Local Government and adopted by Council, as well as the proposed new Policy 1.24 Bribes, Gifts and Benefits Policy.

Only minor amendments have also been made to the Drugs and Alcohol in the Workplace Policy to update references to the relevant legislation including the Work, Health and Safety Act and Work, Health and Safety Regulation.

Integrated Planning and Reporting Reference

- E1: Meet all governance and regulatory requirements in the conduct of council operations
E1: Minimise Council's exposure to risk and promote a strong risk management culture within Council.

Legislative Policy & Planning Implications

A process for the identification, development and review of appropriate policies and procedures facilitates an effective governance and control environment.

Codes and policies mandated by legislation e.g. Code of Conduct, and Provision of Facilities to the Mayor and Councillors etc. are incorporated into the Policy Manual along with all other Council policies.

Budget & Financial Aspects

Nil.

Attachments

1. Policy 1.0 Policies – Procedure for Consideration and Adoption.
2. Policy 1.6 Statement of Business Ethics
3. Policy 3.12 Provision of Indoor Staff Uniform
4. Policy 3.16 Drugs and Alcohol in the Workplace

Recommendation:

That the following Policies, as presented, be adopted:

1. Policy 1.0 Policies – Procedure for Consideration and Adoption.
2. Policy 1.6 Statement of Business Ethics
3. Policy 3.12 Provision of Indoor Staff Uniform.
4. Policy 3.16 Drugs and Alcohol in the Workplace

Notes:

Attachment 1. – Policy 1.0 Policies – Procedure for Consideration and Adoption

1.0 Policies – Procedure for Consideration and Adoption

POLICY TITLE: POLICIES – PROCEDURE FOR CONSIDERATION AND ADOPTION

FILE REF: C70-005

EXPIRY DATE: MARCH 2023

OBJECTIVES

To provide a process for the identification, development and review of appropriate policies and procedures that facilitates an effective governance and control environment.

Australian Standard AS 8000-2003 on Good Governance Principles states that *“The governance requirements created by the entity’s operations need to be identified, managed and where necessary policies and procedures established”*.

POLICY STATEMENT

- (i) Any policy proposal shall, as near as it is practicable to do, be committed to the standard format of the Council’s Policy Register before being submitted for formal consideration of the Council.

IDENTIFICATION OF POLICY NEEDS

- (ii) Policy needs will continue to be identified by the Council, management and staff as well as any internal and external audit activities.

DEVELOPMENT AND ISSUE OF POLICIES

- (iii) The development of new and amended policies is the responsibility of the General Manager in conjunction with the Management Executive.
- (iv) Any new or amended Policies that, in the Council’s opinion, may impact on residents and ratepayers and/or on the provision of services to the community, are to be placed on public exhibition for a period of not less than 28 days, and any submissions received will be considered by Council prior to adoption of the Policy.
- (v) Sub-section (iv) will also apply to any Policies required by legislation to be placed on public exhibition prior to adoption e.g. Payment of Expenses and Provision of Facilities to the Mayor and Councillors.

DISSEMINATION OF COUNCIL POLICIES AND STAFF AWARENESS

- (vi) Subject to adoption by the Council, new and amended policies are to be disseminated to all staff and incorporated into the Policy Manual.
- (vii) A current and up to date Policy Manual is to be maintained and be accessible to all staff.
- (viii) A copy of the Policy Manual will also made available on the Council’s Website.

POLICY UPDATE AND REVIEW PROCESS

- (ix) In order to ensure that policies remain relevant a program of ongoing review of policies not later than every three years will be developed and maintained.
- (x) Individual policies will be reviewed and amended in advance of the scheduled review date when circumstances warrant. This may be prompted by factors such as a change in legislation, a change in government policy or as a result of a need identified by the Council, management and staff or internal and external audit activities.

- (xi) The General Manager is authorised to update those Policies that require only minor amendments that do not alter the substance or intent of the Policy. Some Policies for example only need a position title or the name of an Act referenced in the document to be updated.

- (xii) Those Policies that require more significant changes will be subject to a separate report to Council.

*Confirmed by Council 16 March 2020
Refer minute XX/20*

*Confirmed by Council 20 March 2017
Refer minute 54/17*

*Confirmed by Council 17 August 2009
Refer minute 283/09*

*Confirmed by Council – 19 April 2004
Refer Minute No. 24056*

*Adopted by Council – 15 May 2000
Refer Minute No. 22204*

Attachment 2. – Policy 1.6 Statement of Business Ethics

1.6 Statement of Business Ethics

POLICY TITLE: STATEMENT OF BUSINESS ETHICS

FILE REF: D14-010

EXPIRY DATE: MARCH 2023

FOREWORD

This statement provides guidance for the private sector when doing business with Lockhart Shire Council.

It outlines Lockhart Shire Council's ethical standards and our expectation that goods and service providers and contractors will comply with these standards in all their dealings with us. The Statement also outlines what goods and service providers and contractors can expect of Lockhart Shire Council.

The protection of the public interest and the prevention of breaches of public trust are among Lockhart Shire Council's primary concerns.

Lockhart Shire Council aims to promote integrity, ethical conduct and accountability.

Lockhart Shire Council's procurement policies and business ethics are designed to be consistent with State Government policy.

Lockhart Shire Council staff are expected to maintain high standards of integrity and ethical conduct, consistent with the positions of trust they hold and Lockhart Shire Council expects no less of the service providers and contractors that undertake work for Council.

This Statement is designed to ensure that business relationships between Lockhart Shire Council and private sector service providers and contractors are fair and productive for all.

OUR KEY BUSINESS PRINCIPLES

The principle of best value for money is at the core of all Lockhart Shire Council's business relationships with private sector suppliers of goods and services.

Best value for money does not automatically mean the lowest price. Rather, Lockhart Shire Council will balance all relevant factors including initial cost, whole-of-life costs, quality, reliability and timeliness in determining true value for money.

Part of obtaining best value also includes ensuring all our business relationships are honest, ethical, fair and consistent.

Our business dealings will be transparent and open to public scrutiny wherever possible.

WHAT YOU CAN EXPECT FROM US

Lockhart Shire Council will ensure that all its policies, procedures and practices related to tendering, contracting and the purchase of goods or services are consistent with best practice and the highest standards of ethical conduct.

Our staff are bound by the Council's Code of Conduct. When doing business with the private sector, Lockhart Shire Council staff are accountable for their actions and are expected to:

- Use public resources effectively and efficiently.
- Deal fairly, honestly and ethically with all individuals and organisations.
- Avoid any conflicts of interest (whether real or perceived).

In addition, all Lockhart Shire Council procurement activities are guided by the following core business principles:

- All potential suppliers will be treated with impartiality and fairness and given equal access to information and opportunities to submit bids.
- All procurement activities and decisions will be fully and clearly documented to provide an effective audit trail and to allow for effective performance review of contracts.

- Energy efficient equipment, products containing recycled materials and environmentally friendly products will be purchased wherever reasonably possible.
- Tenders will not be called unless Lockhart Shire Council has a firm intention to proceed to contract.
- Lockhart Shire Council will not disclose confidential or proprietary information.

WHAT WE ASK OF YOU

We require all private sector providers of goods and services to observe the following principles when doing business with Lockhart Shire Council:

- Comply with Lockhart Shire Council's procurement policies and procedures.
- Provide accurate and reliable advice and information when required.
- Declare actual or perceived conflicts of interest as soon as you become aware of the conflict.
- Act ethically, fairly and honestly in all dealings with Council.
- Take all reasonable measures to prevent the disclosure of confidential Lockhart Shire Council information.
- Refrain from engaging in any form of collusive practice, including offering Lockhart Shire Council employees inducements or incentives designed to improperly influence the conduct of their duties.
- Refrain from discussing Lockhart Shire Council business or information in the media.
- Assist Lockhart Shire Council to prevent unethical practices in our business relationships.

WHY IS COMPLIANCE IMPORTANT?

By complying with our Statement of Business Ethics, you will be able to advance your business objectives and interests in a fair and ethical manner. As all Lockhart Shire Council suppliers of goods and services are required to comply with this statement, compliance will not disadvantage you in any way.

Complying with Lockhart Shire Council's principles will also prepare your business for dealing with the ethical requirements of other public sector agencies, should you choose to do business with them.

You should also be aware of the consequences of not complying with Lockhart Shire Council's ethical requirements when doing business with Council. Demonstrated corrupt or unethical conduct could lead to:

- Termination of contracts.
- Loss of future work.
- Loss of reputation.
- Matters being referred to ICAC.
- Matters being referred for criminal investigation.

GUIDANCE NOTES

Gift and benefits

In general, Lockhart Shire Council expects its staff to decline gifts, benefits, travel or hospitality offered during the course of their work.

You should refrain from offering any such 'incentives' to Lockhart Shire Council staff.

Lockhart Shire Council only permits its staff to accept gifts if:

- It does not create a situation, real or perceived, that any person or body, through the provision of a gift, hospitality or benefits of any kind, is securing or attempting to influence or secure a favour from staff or the Council.
- Gifts are token and of nominal value.
- Refusing a gift is likely to be perceived as rude or offensive.

Gifts and benefits Register

- Council will maintain a Gifts and Benefits Register.

- Where a gift or benefit of more than token value is received in circumstances where it cannot reasonably be refused or returned, the details of the gift must be disclosed to your supervisor, General Manager or the Mayor (in the case of councillors) and recorded in the Gifts and Benefits Register held by Council. The gift or benefit must be surrendered to the Council, unless the nature of the gift or benefit makes this impractical.

CONFLICTS OF INTEREST

All Lockhart Shire Council staff are required to disclose any potential conflicts of interest. The Lockhart Shire Council extends this requirement to all our business partners, contractors and suppliers.

Confidentiality

All Lockhart Shire Council information should be treated as confidential unless otherwise indicated.

Communication between parties

All communication should be clear, direct and accountable to minimize the risk of perception of inappropriate influence being brought to bear on the business relationship.

USE OF LOCKHART SHIRE COUNCIL EQUIPMENT, RESOURCES AND INFORMATION

All Lockhart Shire Council equipment, resources and information should only be used for its proper official purpose.

Contracting employees

All contracted and sub-contracted employees are expected to comply with Lockhart Shire Council's Statement of Business Ethics. If you employ sub-contractors in your work for Lockhart Shire Council you must make them aware of this Statement.

INTELLECTUAL PROPERTY RIGHTS

In business relationships with Lockhart Shire Council, parties will respect each other's intellectual property and will formally negotiate any access, license or use of intellectual property.

WHO TO CONTACT

If you have any questions regarding this Statement or to provide information about suspected corrupt conduct, please contact Lockhart Shire Council directly by letter, phone, fax or email at the contact details provided.

Public officials reporting corrupt conduct, maladministration or serious waste of public funds are protected by the Public Interest Disclosures Act 1994. This Act protects public officials disclosing corruption-related matters from reprisal or detrimental action and ensures disclosures are properly investigated and dealt with.

Lockhart Shire Council Contact Details

ADDRESS	65 Green Street, Lockhart NSW 2656
POSTAL	PO Box 21, Lockhart NSW 2656
EMAIL	mail@lockhart.nsw.gov.au
TELEPHONE	(02) 6920 5305
FACSIMILE	(02) 6920 5247
BUSINESS HOURS	8.30am – 5.00pm Monday to Friday
WEBSITE	www.lockhart.nsw.gov.au

REFERENCE DOCUMENTS

This policy should be read in conjunction with the following documents:

- Policy 1.4 – Code of Conduct
- Policy 1.18 – Public Interest Disclosures and Reporting System
- Policy 1.19 – Local Preference Purchasing Policy
- Policy 1.24 – Bribes, Gifts and Benefits Policy
- Policy 2.31 – Procurement Policy

*Confirmed by Council 16 March 2020
Refer minute xx/20*

Revised by General Manager in February 2017

*Amended by Council 17 August 2009
Refer minute 283/09*

*Adopted by Council – 21 February 2005
Refer Minute No. 24494*

Attachment 3. – Policy 3.12 Provision of Indoor Staff Uniform

3.12 Provision of Indoor Staff Uniform

POLICY TITLE: PROVISION OF INDOOR STAFF UNIFORM

FILE REF: S30-005

EXPIRY DATE: MARCH 2023

OBJECTIVES

To make available a corporate uniform for indoor staff, which is comfortable to wear, promotes local government and Council's image and enhances employee morale.

POLICY STATEMENT

- Application of the Policy
This section of the policy applies to all indoor administration and management staff, and any other approved staff as deemed appropriate by the General Manager.
- Supply of Uniform
Council will contribute a one-off payment of up to \$250 towards the cost of any uniform garment that meets the requirements of the Approved Occupational Clothing Guidelines for each new staff member at the completion of their 6-month probation period.

Further, Council will contribute up to \$250 per annum (July to June) per existing employee towards the cost of any uniform garment that meets the requirements of the Approved Occupational Clothing Guidelines,
- Supply of Personal Protective Equipment
All permanent and temporary indoor staff required to work outdoors from time to time on work sites are eligible for protective clothing and personal protective equipment in accordance with Policy 3.1 Provision of Protective Clothing/Equipment.
- Standard Clauses
The wearing of a uniform by staff is not compulsory.

Each staff member is responsible for the cleaning and repair of their uniform.

*Confirmed by Council 16 March 2020
Refer minute xx/20*

*Confirmed by Council 17 August 2015
Refer Minute No. 197/15*

*Reviewed by Council 20 July 2015
Refer Minute No. 159/15*

*Amended by Council 17 August 2009
Refer minute 283/09*

*Reviewed by Council – 20 March 2000
Refer Minute No. 22137*

Attachment 4. – Policy 3.16 Drugs and Alcohol in the Workplace

3.16 Drugs & Alcohol in the Workplace

POLICY TITLE: DRUGS & ALCOHOL IN THE WORKPLACE

FILE REF: O05-005

REVIEW DATE: MARCH 2023

OBJECTIVE

The objective of this Policy is to deal with Alcohol and other Drugs and their effect on workers' fitness for work whilst performing duties at Lockhart Shire Council (the "Council") and to ensure that Council has a mechanism to appropriately manage the misuse of alcohol and other drugs in the workplace through training, education and where required, rehabilitation.

It is the goal of Council to:

- a) Eliminate the risks associated with the misuse of alcohol and other drugs, thereby providing a safer working environment;
- b) To reduce the risks of alcohol and other drugs impairment in the workplace; and
- c) To promote a supportive culture that encourages a co-operative approach between management and workers and builds on the shared interest in workplace health and safety.

DRUGS IN THE WORKPLACE

The use of unprescribed (illicit) drugs by employees is prohibited and will not be tolerated by Council in the workplace and/or in circumstances where it affects an employee's fitness for duty or work performance. Council's workplace includes council premises, parks, reserves, vehicles, plant or any council building or physical asset.

Council endorses the use of random drug testing in the workplace as a mechanism for reducing the risk of alcohol and drug impairment and ensuring a safe working environment.

ALCOHOL IN THE WORKPLACE

The use of alcohol by employees is prohibited and will not be tolerated by Council in the workplace and/or in circumstances where it affects an employee's fitness for duty or work performance. Council's workplace includes council premises, parks, reserves, vehicles, plant or any council building or physical asset. In instances where the Council Chambers is being used for post council meeting dinners, community meetings, civic or social functions this Policy shall not apply.

PRESCRIBED DRUGS OR MEDICATIONS

An employee/contractor must advise their Supervisor if they are taking any prescribed drug or medication that may affect their fitness for duty or work performance. It is important that the employee find out from their doctor or pharmacist what effects the prescribed drug will have on their work performance.

SUPERVISOR RESPONSIBILITIES

It is the responsibility of all Supervisors to ensure that no employee/contractor commences or continues work if they appear to be affected by alcohol, drugs, medication or other substances that may affect their fitness for duty or work performance.

EMPLOYEE RESPONSIBILITIES

Employees/contractors must ensure that they do not attend work in a condition that renders them unfit for their normal duties.

ALCOHOL AND OTHER DRUGS PROCEDURE

An Alcohol and Drugs Procedure has been developed which outlines how the objectives of the Policy will be met including details of the Council's random drug testing program.

RELATED DOCUMENTS

This policy should be read in conjunction with:

- a) Work Health & Safety Act 2011
- b) Work Health and Safety Regulation 2017
- c) Alcohol and Other Drugs Procedure

Adopted by Council – 16 March 2020
Refer Minute No. xx/20

Amendments adopted by Council – 17 June 2014
Refer Minute No. 157/14

Confirmed by Council 17 August 2009
Refer minute 283/09

Amendments adopted by Council – 20 June 2005
Refer Minute No. 24669

Adopted by Council – 16 March 2003
Refer Minute No. 23507

12. GRANT APPLICATION PREPAREDNESS

(GM/G10-005)

Executive Summary

A more proactive approach is proposed to assist in being better prepared to take advantage of grant funding opportunities as they arise.

Report

As Council will be aware, there has been a significant amount of grant funding available in recent years. Council has been successful in securing significant amounts of funding for numerous projects including two new swimming pool complexes, flood mitigation works, roads and bridges upgrades as well as a variety of sporting, recreational and community infrastructure projects.

A good example of a successful grant application process is the swimming pool upgrades where the design, community consultation (including establishment of local steering committees to have input into the final design) and other project planning activities occurred over a period of several years so that when funding was eventually secured the projects were “shovel ready”.

However other project proposals have emerged more spontaneously and are not necessarily “shovel ready”. Often the projects are identified in response to an unexpected grant opportunity that has arisen.

There are a number of risks in not having projects “shovel ready” including the following:

- Council may not be in a position to capitalise on an unexpected grant funding opportunity without concept plans, specifications, quotations or any other supporting documentation that might be required for the application process, particularly if applications are open for only a short time as is often the case;
- The project costs may be underestimated due to the limited time and information available when bidding for unexpected grants, in which case Council may have to provide the additional funding to have projects completed;
- Where grant funding is in fact secured, much of the time available under the funding deed for delivery of the project is taken up with the preliminary planning activities, especially where third party approvals may be required. This leaves less time for actual delivery of the project, thereby increasing the risk of not being able to meet the milestone progress deadlines incorporated into the funding deed.

However, there is also a cost to having projects “shovel ready”. Costs can include the preparation of plans and specifications, development application fees where development approval is required and, in some cases, the payment of developer contributions. For this reason, it is not practical to have all projects on Council’s wish list “shovel ready”. However, it is recommended that Council allocate funds in its annual budget for the purpose of undertaking preliminary planning for several projects that Council considers to be its highest priorities.

It is noted that Council has separately resolved to seek funding under the Drought Communities Programme Extension for a feasibility study into recycling water at The Rock.

Project planning costs will vary according to the nature of the project e.g. some projects may require a DA whilst others will not and some projects may involve third party approvals or consultation with other stakeholders whilst others will not. Accordingly, it is suggested that Council identify 2-3 projects it considers to be its highest priorities (the Councillor Budget Workshop may provide a forum for this) following which an appropriate budget allocation can be included in the 2020/21 Draft Budget for Council’s consideration.

Integrated Planning and Reporting Reference

D1: Our assets and infrastructure are well planned and managed to meet the needs of the community now and into the future.

Legislative Policy & Planning Implications

Nil.

Budget & Financial Aspects

Subject to Council approval an allocation for “project planning/ grant application preparedness” will be included in the 2020/21 Draft Budget

Attachments

Nil.

Recommendation: That Council determine a shortlist of projects to be developed to “shovel ready” status pending the availability of funding.

Notes:

13. COUNCILLOR SUPERANNUATION DISCUSSION PAPER

(GM/D14-005)

Executive Summary

The Office of Local Government (OLG) has issued a discussion paper to seek the views of councils and their local communities on whether councillors should receive superannuation payments. Submissions should be made before COB Friday 8 May 2020.

Report

Under the *Commonwealth Superannuation Guarantee (Administration) Act 1993*, councils across Australia are not required to make superannuation contributions in relation to the fees they pay to mayors and councillors. This is because mayors and councillors are elected to a civic office in a council and are not employees of the council.

According to the OLG the release of the discussion paper has been prompted by concerns raised by mayors and councillors that the ineligibility of councillors to receive superannuation payments is inequitable and is a deterrent to more women and younger people standing as candidates at council elections.

The discussion paper seeks the views of councils and others on the following four options:

- 1) Maintaining the status quo – mayors and councillors can continue to voluntarily contribute a portion of their fees to a complying superannuation fund of their choice;
- 2) Mandate the current voluntary situation – amend the Local Government Act 1993 (the Act) to make it compulsory for councils to pay a portion of the mayors’ and councillors’ fees equivalent to the superannuation guarantee amount into a complying superannuation fund nominated by the mayor and councillors;
- 3) Amend the Act to allow councils to voluntarily pay an amount equivalent to the superannuation guarantee into a complying superannuation fund nominated by the mayor and councillors in addition to the mayor’s and councillors’ fees – this means that the payment of councillor superannuation in addition to their fee would be at each council’s discretion, allowing the council to take into account the council’s resources and the local community’s views; or
- 4) Amend the Act to make it compulsory for councils to pay an amount equivalent to the superannuation guarantee into a complying superannuation fund nominated by the mayor and councillors in addition to the mayor’s and councillors’ fees.

Submissions should be made before COB Friday 8 May 2020.

Integrated Planning and Reporting Reference

E1: Promote the increased participation of local people in local government and the community.

Legislative Policy & Planning Implications

The legal position regarding the current situation as well as the options under consideration are outlined in the Discussion Paper. Amendments to the Local Government Act 1993 may be required depending on which option outlined in the discussion paper is adopted by the Government.

Budget & Financial Aspects

The superannuation guarantee was introduced in 1992-93, with compulsory contributions rising at regular intervals from 3 per cent of wages in that year to 9 per cent in 2002-03 and 9.5 per cent in 2013-14. The superannuation guarantee is scheduled to rise incrementally from 9.5 per cent of wages today to 12 per cent by July 2025.

Attachments

The discussion paper is available on the OLG website at www.olg.nsw.gov.au. A copy of the discussion paper will be separately distributed to councillors.

Recommendation: That Council determine whether it wishes to make a submission to the Office of Local Government in response to the Councillor Superannuation Discussion Paper

Notes:

14. LOCAL GOVERNMENT ELECTIONS UPDATE

(GM/E15-020)

Executive Summary

The purpose of this report is to provide an update regarding the next local government elections scheduled to be held in September 2020 following the release of information by the Electoral Commission

Report

The next local government ordinary elections will be held on 12 September 2020. The NSW Electoral Commission (NSWEC) will be conducting the elections for all except four NSW councils, two of which are currently under administration.

The NSWEC has advised that a series of bulletins will be released over the coming months providing a variety of critical election information. The first of these bulletins is available on the NSWEC website at <https://www.elections.nsw.gov.au/About-us/Media-centre/2020-NSW-Local-Government-elections-bulletins>. The NSWEC has also released an election calendar identifying the key dates for the election which is reproduced overleaf.

Integrated Planning and Reporting Reference

E1: Promote the increased participation of local people in local government and the community.

Legislative Policy & Planning Implications

In accordance with a previous council resolution, Lockhart Shire Council has entered into an election arrangement with the NSWEC so that the NSWEC will be conducting the ordinary election of councillors in Lockhart Shire.

Budget & Financial Aspects

Lockhart Shire Council's 2016 election bill for services provided by the NSWEC was \$18,000. It should be noted that there was not a contested election in all three wards which would have contained the costs to this amount.

Council has been transferring to an election reserve an amount of \$6,000 per annum for the elections held every four years, anticipating a total cost of \$24,000 for the 2020 elections if an election is held in

all three wards. A cost estimate has more recently been received from the NSWEC in the amount of \$30,000.

Attachments

2020 Election Calendar.

Recommendation: That the information be noted.

Notes:

Attachment 1. – 2020 Election Calendar

**Local Government Elections
12 September 2020**

Pre-election activities	
Wednesday, 1 July 2020	Capped expenditure period commences
Tuesday, 28 July 2020	Political donation disclosures due for the period 1 January to 30 June 2020 (applicable to parties, current elected members and associated entities as well as all candidates, groups and third-party campaigners registered prior to 1 July 2020).
Tuesday, 28 July 2020	Major political donor disclosures due for the 2019/20 financial year (applicable to all donors who made a political donation of \$1,000 or more in the financial year).
Monday, 3 August 2020	Lodgement of postal vote applications commences.
Nomination period	
Monday, 6 July 2020	Nominations online management system available on the website to commence completing nomination forms.
Monday, 3 August 2020	Lodgement of nominations commences.
6pm Monday, 3 August 2020	Roll closes for confirming candidates and nominators and also authorised roll printing.
12 noon Wednesday, 12 August 2020	Close of nominations of candidates.
12 noon Wednesday, 12 August 2020	Close of funding registration of candidates and groups.
10am Thursday, 13 August 2020	Ballot paper draw(s) conducted at the office of the returning officer for each area.
Friday, 4 September 2020	Close of funding registration for third-party campaigners.
Registration of electoral material period	
Wednesday, 12 August 2020	Registration of electoral material (how-to-vote cards) for distribution on election day commences.
5pm Friday, 4 September 2020	Close of registration of electoral material (how-to-vote cards).
8am to 6pm Saturday, 12 September 2020	Registered electoral material appears on the website.
Pre-poll period	
Monday, 31 August 2020	Pre-poll voting period commences. Note: days and times of operation will vary for each location.
5pm Monday, 7 September 2020	Close of postal vote applications.
During the week of Monday, 7 September 2020 to Friday, 11 September 2020	Declared institution visits.
Friday, 11 September 2020	Close of pre-poll voting period.

Election day	
8am to 6pm Saturday 12 September 2020	Election day.
12 September 2020	End of capped expenditure period.
Post-election activities	
6pm Monday, 14 September 2020	Close of receipt of returned postal vote certificate envelopes.
By Friday, 25 September 2020	All elections declared.
Tuesday, 22 September 2020	Electoral expenditure disclosures due for the 2019/20 financial year (applicable to parties and associated entities, all candidates, groups and third-party campaigners registered prior to 1 July 2020 and all who were elected members in the financial year).
Thursday, 28 January 2021	Political donation disclosures due for the period 1 July to 31 December 2020 (applicable to all parties, associated entities, candidates, groups, third-party campaigners, new elected members and elected members who were not re-elected).
Wednesday, 28 July 2021	Political donation disclosures due for the period 1 January to 30 June 2021 (applicable to all parties, associated entities, candidates, groups, third-party campaigners, new elected members and elected members who were not re-elected).
Wednesday, 28 July 2021	Major political donor disclosures due for the 2020/21 financial year (applicable to all donors who made a political donation of \$1,000 or more in the financial year).
Wednesday, 22 September 2021	Electoral expenditure disclosures due for the 2020/21 financial year (applicable to all parties, associated entities, candidates, groups, third-party campaigners, new elected members and elected members who were not re-elected).

Questions and Statements

Nil.

Closed Session Agenda

In accordance with the Local Government Act 1993 the following business is considered to be of a kind referred to in subsection 10A(2) of the Act and should be dealt with as part of the meeting closed to the media and public.

15. Tenders – The Rock Flood Mitigation Works – Stage2 (DEES/F20-032)

This item is classified CONFIDENTIAL under section 10A (2) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to the following:

- (c) Information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business.